

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (3 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events:  
Whirlpool

Name of Reporting School: Freedom Acres School

Date of Drill: 7/10/19 Time drill was held: 12:15 (pm/am)

Exact time required to evacuate/shelter/secure: 3 minutes 28 seconds

Total Participants: 75 participants

Remarks: Great opportunity to practice a drill with summer programming in session. Remind App was utilized to communicate with staff outside our building, who commutes to home visits and between schools. Teachers followed procedures and utilized with color cards to communicate attendance was complete for each class. Staff naturally assist with doors to ensure all learners in wheelchairs can exit the building with ease.

This report is for emergency drill # 1 for school year 2019-20.

Name of person conducting drill: Angela Miller

Title of person conducting drill: Principal

Signature of person conducting drill: Angela Miller

Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

- Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

**OR**

- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_