

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: North Central Elementary

Date of Drill: 11-9-18 Time drill was held: 1:53 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 38 secs

Total Participants: 144

Remarks: All staff + students were in compliance.

This drill was during the transition from recess to class.

This report is for emergency drill # 5 for school year 2018-19.

Name of person conducting drill: Tony Adams

Title of person conducting drill: Elementary Principal

Signature of person conducting drill: 

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 \_\_\_\_\_