

# 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: 10/18/19 Time drill was held: 8:10 (pm/am)

Exact time required to evacuate/shelter/secure: 1:37

Total Participants: 160

Remarks: Improved our exit time. Students and staff were in class during drill.  
(standard)

This report is for emergency drill # 2 for school year 2019-20

Name of person conducting drill: Jennifer Eichmeier

Title of person conducting drill: Elem. Principal / Superintendent

Signature of person conducting drill: Jennifer Eichmeier

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 \_\_\_\_\_