

# School Emergency Drills Documentation Form

Type of Drill

Time of Drill\*

- Fire Drill (5 required, three by Dec. 1)
- Tornado Drill (2 required, 1 in March)
- Lock Down/Shelter in Place Drill (3 required, one by Dec. 1 and one after Jan 1.)

- Standard
- Class Change
- Recess
- Other Events

\*One drill must occur during a transition time

Name of Reporting School: Boyce Elementary School

Date of Drill: 10/2/20 Time drill was held: 3:00 (pm/am)

Exact time required to evacuate/shelter/secure: NA

Total Participants: entire school

Remarks: Staff locked down their classrooms. Classes discussed the scenario they were presented with

This report is for emergency drill # 2 for school year 2020/21

Name of person conducting drill: Scott Yenchar

Title of person conducting drill: Principal

Signature of person conducting drill: Scott Yenchar

Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title: Doug Devries, Deputy Emergency Management Director

**Submit schedule\* of drills by September 15**  
[emd@ioniacounty.org](mailto:emd@ioniacounty.org)

\*Notify the Emergency Management Director if there are any changes to the schedule. If a drill is cancelled, it must be rescheduled within 10 days

A copy of this form must be posted onto the school's website within 30 days of the drill and remain on the site for 3 years.