

School Emergency Drills Documentation Form

Type of Drill

☐ Fire Drill (5 required)
☒ Tornado Drill (2 required) #1
☐ Lock Down/Shelter in Place Drill
(3 required)

Time of Drill

☒ Standard
☒ Class Change - special change.
☐ Recess
☐ Other Events

Name Reporting School: Cascades Elementary

Date of Drill: 3/22/23

Time drill was held: 1:02 (am/pm)

Exact time required to evacuate/shelter/secure: 5 minutes

Total Participants: 461

Remarks: staff, students : head start.

This report is for emergency drill# 1 for school year 2023

Name of person conducting drill: Crescenda Jones

Title of person conducting drill: Principal

Signature of person conducting drill: Crescenda Jones

Drill Was Coordinated With:

☐ Emergency Management Coordinator
Name & Title _____

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)

OR

☐ Fire (fire chief of designee)
Name & Title _____