

# School Emergency Drills Documentation Form

## Type of Drill

- Fire Drill (5 required)  
 Tornado Drills (2 required)  
 Lock Down/Shelter in Place Drill  
(2 required)  Other Events

## Time of Drill

- Standard  
 Class Change  
 Recess

Name of Reporting School: Hunt Elementary

Date of Drill 3-22-23 Time drill was held at 1:00 am/pm (pm)

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


Total Participants 420

Remarks \_\_\_\_\_  
\_\_\_\_\_

This report is for emergency drill # 8 for school year

Name of person conducting drill Mary Jo Raczkowski - Shannon

Title of person conducting drill Principal

Signature of person conducting drill \_\_\_\_\_  


### Drill was coordinated with:

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

AND

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

OR

\_\_\_\_\_ Fire chief or designee  
Name & Title \_\_\_\_\_