

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 5-8-23 Time drill was held at 10:00 am/pm
Exact time required to evacuate/shelter/secure: 3 mins.

Total Participants 420

Remarks _____

This report is for emergency drill # 9 for school year

Name of person conducting drill Mary Jo Racz-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 _____