

# School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Northeast Elementary

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

Exact time required to evacuate/shelter/secure: 2:47


Total Participants: 507

Remarks: \_\_\_\_\_

This report is for emergency drill # 3 for school year 22-23.

Name of person conducting drill: Phil VanAllen

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 or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

**OR**

- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_