

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 Reporting School: Cascades Elementary

Date of Drill: 6-6-23

Time drill was held: 10:40 (am/pm)

Exact time required to evacuate/shelter/secure: 3 minutes

Total Participants: 451

Remarks: Students, staff, head start students; staff

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

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 _____