

# 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: 4-14-22

Time drill was held: 2:30 (am/pm)

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

Total Participants: 525


Remarks: includes Headstart; staff

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This report is for emergency drill# 4 for school year 21-22

Name of person conducting drill: Martin Dubois

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)

OR

Fire (fire chief of designee)  
Name & Title \_\_\_\_\_