

# 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:

Date of Drill 4/22/22 Time drill was held at 1:10 am/pm  
Exact time required to evacuate/shelter/secure: 2mins 10sec.

Total Participants 350

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

This report is for emergency drill # 9 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 \_\_\_\_\_