

School Emergency Drills Documentation Form

Type of Drill

Time of Drill

- Fire Drill (5 required)
- Tornado Drills (2 required)
- Lock Down/Shelter in Place Drill
(2 required) Other Events

- Standard
- Class Change
- Recess

Name of Reporting School:

Date of Drill 11/3/21 Time drill was held at 2:10 am/pm
Exact time required to evacuate/shelter/secure: 5mins


Total Participants 335

Remarks * preschool student pulled in 106

This report is for emergency drill # 4 for school year 2021-2022

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 _____