

# 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

Date of Drill: 9/24/21 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 4:27

Total Participants: 540

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

This report is for emergency drill # \_\_\_\_\_ for school year 2021/22.

Name of person conducting drill: Phil VanAllen

Title of person conducting drill: Principal for Instruction

Signature of person conducting drill: P. V. A.

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 \_\_\_\_\_