

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: North east

Date of Drill: 3-23-22 Time drill was held: 1 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min & 25 sec

Total Participants: 450

Remarks: _____

This report is for emergency drill # 3 for school year 21-22

Name of person conducting drill: Sandra Martin

Title of person conducting drill: Vice Principal

Signature of person conducting drill: *Sandra Martin*

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 _____