

# 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: JPS Montessori

Date of Drill: 9/24/2020 Time drill was held: 7:55 (pm/am)

Exact time required to evacuate/shelter/secure: 1:47

Total Participants: 55

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

This report is for emergency drill # 1 for school year 20-21

Name of person conducting drill: Phillip VanAllen

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)  
Name & Title \_\_\_\_\_

**OR**

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