

School Emergency Drills

Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Busssey Center for Early Childhood Education

Date of Drill: 11/7/17 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 9 minutes

Total Participants: 1102

Remarks: _____

This report is for emergency drill # 2 for school year 2017/2018.

Name of person conducting drill: Aldreya R. Maxwell

Title of person conducting drill: Program Clerk

Signature of person conducting drill: [Signature]

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 _____