

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)      \*\*\* 3 Fire drills must be completed before 12/1
- Tornado Drill (2 required)      \*\*\* 1 Tornado drill must be completed during month of March
- Lock Down/Shelter in Place Drill (3 required)      \*\*\* 1 Shelter drill must be completed before 12/1 and 1 must be completed after 1/1 of the school year

Name of Reporting School: Kennedy Learning Center

Date of Drill: 11/8/17 Time drill was held: 10:01 (am/pm)

Exact time required to evacuate/shelter/secure: 3:15.65

Total Participants: 75

Remarks: One parent was in building during drill. Parent evacuated bldg. along with students, nurse, food services and Physical Therapist.

This report is for emergency drill # 3 for school year 2017-2018

Name of person conducting drill: Tonya Hickman

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 Officer James Kassel (Liaison Officer)

OR

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

\*\*\* Please send this form to Dennis Gregory (email or fax) within  
one week of completed drill \*\*\*

*Emailed to  
Scott Tocco &  
Leslie Smith  
11/8/17*