

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: 9-14-17 Time drill was held: 9:40 (am/pm)
Exact time required to evacuate/shelter/secure: 2:32.59
Total Participants: 90

Remarks: _____

This report is for emergency drill # 1 for school year 2017-2018
Name of person conducting drill: Tonya Hickman
Title of person conducting drill: Supervisor of KLC
Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title Olivia Cotvard - Pupil Accounting Manager

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

Fire (fire chief or designee)
Name & Title _____

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