

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: Kennedy Learning Center

Date of Drill: 9/25/17 Time drill was held: 1:45 (pm/am)

Exact time required to evacuate/shelter/secure: 2:42.04

Total Participants: 94

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

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 _____