

School Emergency Drills Documentation Form

Complete!

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: Helen McNalyce Elementary

Date of Drill: 6/11/21 Time drill was held: 9:30 am (am/pm)

Exact time required to evacuate/shelter/secure: 9:35 am

Total Participants: 185 (+)

Remarks: _____

This report is for emergency drill # 3 for school year 2020-2021

Name of person conducting drill: Kimberly K Beckwith

Title of person conducting drill: principal

Signature of person conducting drill: Kimberly K Beckwith

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 _____

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

Recorded on
Oak.gov
6/1/21