

# 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 *10 min 24 sec*
- Class Change
- Recess
- Other Events

Name of Reporting School: McIntyre Elementary

Date of Drill: 9/26/17 Time drill was held: 2:20 (pm/am)

Exact time required to evacuate/shelter/secure: 2:20

Total Participants: 387

Remarks: N/A

This report is for emergency drill # 1 for school year 2017.

Name of person conducting drill: Kimberly Beckwith

Title of person conducting drill: Principal of McIntyre

Signature of person conducting drill: Kimberly 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 \_\_\_\_\_