# School Emergency Drills
Online Documentation Form

**Type of Drill**

- ☐ Fire (5 required)
- ☐ Tornado (2 required)
- ☒ Lock Down/Shelter in Place (3 required)

**Time of Drill**

- ☐ Standard
- ☐ Class Change
- ☒ Recess
- ☒ Lunch

Name of Reporting School: CES

Date of Drill: 3/16/18 Time drill was held: 12:20 (am / (pm))

Exact time required to evacuate / shelter / secure: 2min 8sec.

Total Participants: 388

Remarks: 3rd gr. @ lunch + 1ST gr. @ recess. All went well.

This report is for emergency drill # 7 of 10 for the school year 2017-18.

Name of person conducting the drill: John Klein

Title of person conducting the drill: Principal

Signature of person conducting the drill: [signature]

Outside agency assisted with the drill or was coordinated with (*select all that apply*):

- ☒ Not Applicable
- ☐ Emergency Management Coordinator
  Name & Title _____
- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
  Name & Title _____
- ☐ Fire (fire chief or designee)
  Name & Title _____