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: Intermediate

Date of Drill: 5/3/2023 Time drill was held: 1:30 (pm)/am)

Exact time required to evacuate/shelter/secure: 1:37:23

Total Participants: 149

Remarks: 4 min 48 sec to check the interior.

This report is for emergency drill # 9 for school year 22/23.

Name of person conducting drill: WINIFRED STAFFEN

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: Winifred Staffen

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
  Name & Title _____

AND

- ☒ Law Enforcement (county sheriff or chief of police or designee or MSP)
  Name & Title [signature] Sgt. CTPD.

OR

- ☐ Fire (fire chief or designee)
  Name & Title _____