

School Emergency Drills Documentation Form

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: University High School & Preparatory Academies

Date of Drill: 2/27/2018 Time drill was held: 10:30am (am/pm)

Exact time required to evacuate/shelter/secure: 4 minutes

Total Participants: 464

Remarks: Staff needs to be consistent in lining up students and taking student attendance once outside of the building. A-Wing staff should increase evacuation speed.

This report is for emergency drill # 4 for school year 2017-2018

Name of person conducting drill: Harry Patton

Title of person conducting drill: Assistant Dean

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Officer Kassell James

OR

Fire (fire chief or designee)
Name & Title _____

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