

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: Helen McIntyre Elementary
Date of Drill: 1/16/18 Time drill was held: 2:00 (am/pm)
Exact time required to evacuate/shelter/secure: 2:00
Total Participants: 368 (30 adults)
Remarks: _____

This report is for emergency drill # 1 for school year 2017/2018
Name of person conducting drill: Kimberly Beckwith
Title of person conducting drill: Principal
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 _____

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