

School Emergency Drills Documentation Form

Type of Drill

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

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: ELLIS ELEMENTARY

Date of Drill: 1/18/19 Time Drill was held: 9:15 (AM/PM)

Exact time required to evacuate / shelter / secure: < 1 min

Total participants: 395

Remarks: Standard time for some, others were in the gym, music room or computer room. External Lockdown

This report is for emergency drill # 5 for school year 2018-19.

Name of person conducting drill: BRIAN BABBETT

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator
Name and Title: _____

Law Enforcement (chief of police, county sheriff, MSP or designee)
Name and Title: _____

Fire (fire chief or Designee)
Name and Title: _____