

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: 1-19-18 Time Drill was held: 9:16 (AM / PM)

Exact time required to evacuate / shelter / secure: :20 sec.

Total participants: 451

Remarks: 2 students came late & needed to shelter in place - lights worked / doors worked.

This report is for emergency drill # 5 for school year 17/18.

Name of person conducting drill: T. Jackson

Title of person conducting drill: Principal

Signature of person conducting drill: Jeffrey Jackson

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: _____