

# 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: 10/27/17 Time Drill was held : 10:15 (AM PM)

Exact time required to evacuate / shelter / secure: 1:30

Total participants: 485

Remarks: Technology class had to go thru 2 sets of fire doors → it took longer w/ a Kdg class.

This report is for emergency drill # 4 for school year 17/18.

Name of person conducting drill: Tiffany Jackson

Title of person conducting drill: Principal

Signature of person conducting drill: Tiffany 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: \_\_\_\_\_

525  
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