

# 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  
lunch

Name of Reporting School: Ellis Elementary

Date of Drill: 4/24/18 Time Drill was held: 11:50 (AM) PM)

Exact time required to evacuate / shelter / secure: 45 seconds

Total participants: \_\_\_\_\_

Remarks: Sleeping? preschool class.

This report is for emergency drill # 9 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: fire Dept.

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

Fire (fire chief or Designee)  
Name and Title: \_\_\_\_\_