

# 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: 4/27/18 Time Drill was held: 9:15 (AM/PM)  
Exact time required to evacuate / shelter / secure: 1 Min. 5 sec.  
Total participants: 487  
Remarks: ALL EXIT TO GRAIS AREA

This report is for emergency drill # 10 for school year 17/18.

Name of person conducting drill: BRIAN BABBITT

Title of person conducting drill: ASST. 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: \_\_\_\_\_