

# 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

Date of Drill: 9/20/17 Time Drill was held : 10:00 (AM/ PM)

Exact time required to evacuate / shelter / secure: 3 min 42sec

Total participants: 511

Remarks: Preschool was slow to leave building  
but it was their 1st run!

This report is for emergency drill # 1 for school year 2017-18.

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: \_\_\_\_\_