

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: 11/27/18 Time Drill was held : 2:45 (AM / PM)

Exact time required to evacuate / shelter / secure: 20 seconds

Total participants: 396

Remarks: Internal Lockdown

This report is for emergency drill # 4 for school year 2018-19.

Name of person conducting drill: Brian Babbitt

Title of person conducting drill: 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: _____