

# 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: 2/20/19 Time Drill was held: 11:42 (AM / PM)

Exact time required to evacuate / shelter / secure: 4½ mins.

Total participants: 383

Remarks: Playground kids need to move back further to remain unseen and 2 doors were found to be unlatched (one classroom & lunchroom doors)

This report is for emergency drill # 7 for school year 2018-2019.

Name of person conducting drill: Troy VanMeter

Title of person conducting drill: Highly Qualified Paraprofessional

Signature of person conducting drill: Troy VanMeter

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: \_\_\_\_\_