

# 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: 2-21-18 Time Drill was held: 11:40 (AM PM)

Exact time required to evacuate / shelter / secure: .30 seconds

Total participants: 519

Remarks: W/Recent events - we handled it very carefully to not start fear.

This report is for emergency drill # 7 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: \_\_\_\_\_

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

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