

# 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: 4-16-19 Time Drill was held: 2:05 (AM/PM) (PM)  
Exact time required to evacuate / shelter / secure: 1 min 33 sec.  
Total participants: 437  
Remarks: Good drill

This report is for emergency drill # 8 for school year 2018-19.  
Name of person conducting drill: BRIAN BABBITT  
Title of person conducting drill: PRINCIPAL  
Signature of person conducting drill: B. Babbitt

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: \_\_\_\_\_