

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: 9-19-18 Time Drill was held: 10:00 (AM) (PM)

Exact time required to evacuate / shelter / secure: 1 minute 38 seconds

Total participants: 442

Remarks: During passing/switch time for 6 classes.

This report is for emergency drill # 1 for school year 18-19.

Name of person conducting drill: BRIAN BABBETT

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: B. Babbett

Drill Was Coordinated With: N/A

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: _____