

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: 10/4/17 Time Drill was held: 9:00 (AM) PM)

Exact time required to evacuate / shelter / secure: 45 seconds.

Total participants: 537

Remarks: Main switch didnt work, to secure building- Main called

This report is for emergency drill # 2 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: _____