

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

Date of Drill: 1-25-18 Time Drill was held: 1:30 (AM/PM)

Exact time required to evacuate / shelter / secure: 1 min

Total participants: 519

Remarks: Preschool moved down hallway -
1st graders in middle hallway needed more space.

This report is for emergency drill # 6 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: _____