

# 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: \_\_\_\_\_

Date of Drill: 2/22 Time Drill was held: 9:50 (AM / PM)

Exact time required to evacuate / shelter / secure: 30 sec

Total participants: 350

Remarks: halls were clear and students were out of sight and quiet within seconds. It was during a passing time and staff got students into the nearest room quickly and locked doors. There were some students in the bathrooms.. discussed what to do in this situation with them.

This report is for emergency drill # 7 for school year 21/22 .

Name of person conducting drill: rick mason

Title of person conducting drill: MS AP

Signature of person conducting drill: Rick Mason

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: \_\_\_\_\_