

# School Emergency Drills Documentation Form

**Type of Drill**

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

**Time of Drill**

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Calvary Bible Academy

Date of Drill: Oct 13 Time drill was held: 2:37 (pm/am)

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

Total Participants: 20

Remarks: Went well

This report is for emergency drill # 1 for school year 2015-2016

Name of person conducting drill: Stacy Wilder

Title of person conducting drill: Principal

Signature of person conducting drill: Stacy Wilder

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Dale Smith

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_