

Fire Drill  
4 of 6

# School Emergency Drills Documentation Form

2017-2018

**Type of Drill**

**Time of Drill**

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

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: \_\_\_\_\_

Date of Drill: Jan 8 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 40 Sec

Total Participants: 13

Remarks: With officer David Smith  
Kelly Smith. Present

This report is for emergency drill # 4 for school year 2017-2018

Name of person conducting drill: Stacy Wilder

Title of person conducting drill: Principal

Signature of person conducting drill: 4 of 6

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title David Smith present

**AND**

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

**OR**

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