

School Emergency Drills Documentation Form

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: Calvary Bible Academy

Date of Drill: 2-13-18 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2:30 on Break recess

Total Participants: 15

Remarks: 1. He slower than I like
But will make adjustments.

This report is for emergency drill # 2 for school year 17-18.

Name of person conducting drill: Stacy Wilder

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title Dave Smith

AND Cass County

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

OR

Fire (fire chief or designee)
Name & Title _____