



# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lockdown Drill (3 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of reporting School: Central Elementary School

Date of Drill: \_\_\_\_\_ Time drill was held: \_\_\_\_\_

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total participants: \_\_\_\_\_

Remarks: \_\_\_\_\_

This report is for emergency drill # \_\_\_\_\_ for school year \_\_\_\_\_.

Name of person conducting the drill: \_\_\_\_\_

Title of person conducting the drill: \_\_\_\_\_

Signature of person conducting the drill: Chris Bernard

### Drill was Coordinated with:

\_\_\_\_\_ County/Local Emergency Management Coordinator or designee  
Name and Title: \_\_\_\_\_

And

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

Or

\_\_\_\_\_ Fire (fire chief or designee)  
Name and Title: \_\_\_\_\_