

# School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting Building: Big Jackson Public School

Date of Drill: 3/16/17 Time drill was held: 3:15 (am/pm)

Exact time required (minutes) to evacuate/shelter/secure: 1.45

Total Participants: 22

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

FIRE:  
This report is for emergency drill # \_\_\_\_\_ of 5 for school year \_\_\_\_\_.

TORNADO:  
This report is for emergency drill # \_\_\_\_\_ of 2 for school year \_\_\_\_\_.

LOCKDOWN:  
This report is for emergency drill # \_\_\_\_\_ of 3 for school year \_\_\_\_\_.

Name of person conducting drill: Rebecca Jackson

Title of person conducting drill: Building Administrator

Signature of Building Administrator/Designee: Rebecca Jackson

Drill was coordinated with:

Emergency Management Coordinator: \_\_\_\_\_ Name/Title

Law Enforcement (county sheriff/chief of police/MSP): \_\_\_\_\_ Name/Title

Fire Department (fire chief/designee): \_\_\_\_\_ Name/Title