

# 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  
Date of Drill: 4-20-17 Time drill was held: 3 p.m. (am/pm)  
Exact time required (minutes) to evacuate/shelter/secure: 1.22  
Total Participants: 22  
Remarks: \_\_\_\_\_

FIRE:  
This report is for emergency drill # 5 of 5 for school year 2016-17.

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: Deb Wilkinson / Bus. M  
Name/Title

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

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