

School Emergency Drills Documentation Form

Type of Drill

Time of Drill

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

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting Building: Big Jackson Public School

Date of Drill: 9/23/15 Time drill was held: 9:48 (am/pm)

Exact time required (minutes) to evacuate/shelter/secure: 50 secs.

Total Participants: 24

Remarks: Quietly evacuated classrooms.

FIRE:

This report is for emergency drill # 1 of 5 for school year 2015-16.

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. Supervisor
Name/Title

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

Fire Department (fire chief/designee): _____
Name/Title