



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

Date of Drill: 10-28-15 Time drill was held: 9:00 (am/pm)

Exact time required (minutes) to evacuate/shelter/secure: 5 minutes

Total Participants: 25

Remarks: went well.

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 # 1 of 3 for school year 2015 - 16.

Name of person conducting drill: Deb Wilkinson

Title of person conducting drill: Business Manager

Signature of Building Administrator/Designee: Deb Wilkinson

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