



# 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