

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
(2 required)

Standard
 Class Change
 Recess
 Other Events

Name of reporting school: Kenowa Hills Central Elementary

Date of drill: 3 November 2021 Time drill was held: 9:30 am (pm/am)

Exact time required to evacuate/shelter/secure: 0:52

Total participants: _____

Remarks: _____

This report is for emergency drill # _____ for school year _____.

Name of person conducting drill: _____

Title of person conducting drill: _____

Signature of person conducting drill: Chris Bernard

Drill Was **Coordinated** With:

____ **County/Local Emergency Management Coordinator or designee**
Name & Title _____

AND

____ **Law Enforcement** (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

____ **Fire** (fire chief or designee)
Name & Title _____