

**School Emergency Drills**  
Documentation Form

Type of Drill

Time of Drill

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Fire Drill (5 required)                          | <input type="checkbox"/> Standard     |
| <input type="checkbox"/> Tornado Drill (2 required)                       | <input type="checkbox"/> Class Change |
| <input type="checkbox"/> Lock Down/Shelter in Place Drill<br>(2 required) | <input type="checkbox"/> Recess       |
|   | <input type="checkbox"/> Other Events |

Name of reporting school: \_\_\_\_\_

Date of drill: \_\_\_\_\_ Time drill was held: \_\_\_\_\_ (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

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:  \_\_\_\_\_

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 \_\_\_\_\_