

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Pinecrest Elementary School

Date of Drill: 9/16/16 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: ≈ 10 minutes

Total Participants: ~~300~~ ~~350~~ ~~400~~ ≈ 450

Remarks: The drill went well. The staff and students exited the building safely and quickly.

This report is for emergency drill # 1 for school year 2016-2017

Name of person conducting drill: Amy Webster

Title of person conducting drill: Principal

Signature of person conducting drill: Amy Webster

Drill Was Coordinated With:

- Emergency Management Coordinator
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 _____