

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

Date of Drill: 10/3/16 Time drill was held: 2pm (pm/am)

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

Total Participants: ~ 450

Remarks: The drill went well. One small issue with a child not leaving the room. Mr. Johnson handled the situation w/ the teacher.

This report is for emergency drill # 2 for school year 2016-17

Name of person conducting drill: Shane Johnson

Title of person conducting drill: Interim Principal

Signature of person conducting drill: 

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 _____