

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: 11/3/16 Time drill was held: 10:00 (pm/am)
Exact time required to evacuate/shelter/secure: 6 1/2 minutes
Total Participants: ~ 450
Remarks: everything went great!

This report is for emergency drill # 3 for school year 2016-17
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 _____