

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: 2/2/17 Time drill was held: 9:30am (pm/am)

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

Total Participants: 450

Remarks: Everything went as planned; no major issues

This report is for emergency drill # 2 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 Steve Whelan ELPD

OR

Fire (fire chief or designee)
Name & Title _____