

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: 10/12/16 Time drill was held: 9:05 (pm/am)

Exact time required to evacuate/shelter/secure: 18 minutes

Total Participants: ~ 450

Remarks: Everything went as planned. No major issues.

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

Name of person conducting drill: Shane Johnson

Title of person conducting drill: Interim Principal

Signature of person conducting drill: [Signature]

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 Wheeler - ELPD

OR

- Fire (fire chief or designee)
Name & Title _____