

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: 9/20/16 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: ≈ 5 minutes

Total Participants: ≈ 450

Remarks: The staff and students quickly and quietly completed the drill.

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 _____