

**School Emergency Drills**  
Documentation Form

Type of Drill

Time of Drill

- \_\_\_ Fire Drill (5 required)
- \_\_\_ Tornado Drill (2 required)
- \_\_\_ Lock Down/Shelter in Place Drill  
(2 required)

- \_\_\_ Standard
- \_\_\_ Class Change
- \_\_\_ Recess
- \_\_\_ Other Events

Name of reporting school: \_\_\_\_\_

Date of drill: \_\_\_\_\_ Time drill was held: \_\_\_\_\_ (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total participants: \_\_\_\_\_

Remarks: \_\_\_\_\_

This report is for emergency drill # \_\_\_\_\_ for school year \_\_\_\_\_.

Name of person conducting drill: \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_

Signature of person conducting drill:  \_\_\_\_\_

Drill Was **Coordinated** With:

\_\_\_ **County/Local Emergency Management Coordinator or designee**  
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 \_\_\_\_\_