

**School Emergency Drills  
Documentation Form**

<u>Type of Drill</u>	<u>Time of Drill</u>
<u>3 MS</u> Fire Drill (5 required)	<u>X</u> Standard
___ Tornado Drill (2 required)	___ Class Change
___ Lock Down/Shelter in Place Drill (2 required)	___ Recess
	___ Other Events

Name of reporting school: KH Middle School

Date of drill: Oct 5 2022 Time drill was held: 10:16 (pm/am)

Exact time required to evacuate/shelter/secure: 1:02

Total participants: 620

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

This report is for emergency drill # 3 for school year 2022-23.

Name of person conducting drill: Eric Hawk

Title of person conducting drill: Asst. Principal

Signature of person conducting drill: Eric Hawk

Drill Was **Coordinated** With:

X **County/Local Emergency Management Coordinator or designee**  
Name & Title Deputy Bishop

AND

\_\_\_ **Law Enforcement** (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

\_\_\_ **Fire** (fire chief or designee)  
Name & Title \_\_\_\_\_