

School Emergency Drills Documentation Form

Kindergarten to 12

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lockdown/Shelter-in-Place Drill (3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Lunch
- Other Events

Name of Reporting School: Squires

Date of Drill: 5/10/17

Time drill was held: 2:00

(am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: _____

This report is for emergency drill # 5

for school year 2016-17

Name of person conducting drill: Tracy D. Herteel

Title of person conducting drill: Superintendent

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 Tiffany Gravel, CCSO Deputy

OR

- Fire (fire chief or designee)
Name & Title Jeff Locke, Fire Chief