

# School Emergency Drills Documentation Form

Type of Drill

Fire Drill (5 required)

\*\*\* 3 Fire drills must be completed before 12/1

Tornado Drill (2 required)

\*\*\* 1 Tornado drill must be completed during month of March

Lock Down/Shelter in Place  
Drill (3 required)

\*\*\* 1 Shelter drill must be completed before 12/1 and 1 must  
be completed after 1/1 of the school year

Name of Reporting School: MORRIS ADLER ELEMENTARY

Date of Drill: 05/15/19 Time drill was held: 2:37 (am/pm)

Exact time required to evacuate/shelter/secure: 1 1/2 minutes

Total Participants: 455

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

This report is for emergency drill # 5 for school year 18/19

Name of person conducting drill: ALMA DEANE

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: Alma Deane

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 \_\_\_\_\_

\*\*\* Please send this form to Dennis Gregory (email or fax) within  
one week of completed drill \*\*\*