

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: McIntyre Elementary

Date of Drill: 11/21/21 Time drill was held: 2:00 pm (pm/am)

Exact time required to evacuate/shelter/secure: 2:00 - 2:05 pm

Total Participants: 315 (+)

Remarks: _____

This report is for emergency drill # 1 for school year 2021/2022

Name of person conducting drill: Kimberly Beckwith

Title of person conducting drill: Principal

Signature of person conducting drill: Kimberly K. Beckwith

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 _____