

# 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: Buessing Center for Early Childhood Education

Date of Drill: 10/17/17 Time drill was held: 9:20 (pm/am)

Exact time required to evacuate/shelter/secure: 5 minutes

Total Participants: 170

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

This report is for emergency drill # 1 for school year 2017-2018

Name of person conducting drill: Janice Hill

Title of person conducting drill: Director

Signature of person conducting drill: J Hill

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 \_\_\_\_\_