

# 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: Lacey Middle School

Date of Drill: Nov 14, 17 Time drill was held: 3rd/10:45 (am/pm)

Exact time required to evacuate/shelter/secure: 3:52

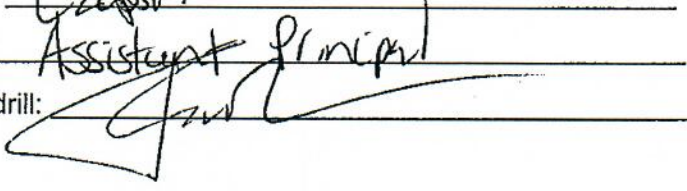
Total Participants: Building wide

Remarks: South side classrooms revisit exit two ways

This report is for emergency drill # 2 for school year 17/18

Name of person conducting drill: Czapski

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: 

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 \*\*\*