

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: McIntyre Elementary
Date of Drill: 5/31/18 Time drill was held: 10:15 (am/pm)
Exact time required to evacuate/shelter/secure: 10:15 am
Total Participants: 378 (plus staff)

Remarks: _____

This report is for emergency drill # 5 for school year 2018
Name of person conducting drill: Kimberly Beckwith
Title of person conducting drill: Principal
Signature of person conducting drill: 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 _____

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