

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 *Dismissal*

Name of Reporting School: Bussy Center for Early Childhood Education

Date of Drill: 1/24/18 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: 6 minutes

Total Participants: 165

Remarks: _____

This report is for emergency drill # 2 for school year ~~2017~~ 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 _____