

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 (Lunch Hour)

Name of Reporting School: Sylvester Elementary

Date of Drill: 9/15/22 Time drill was held: 9:45

Exact time required to evacuate/shelter/secure: 9mins 51sec.

Total Participants: 415

Remarks: _____

This report is for emergency drill # 2 for school year 22-23

Name of person conducting drill: Amy Williams

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator

Name & Title _____

And

- ☒ Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title SRO Matthew W. Oosterma

OR

- ☐ Fire (fire chief or designee)

Name & Title _____