

# School Emergency Drills

## Documentation Form

### Type of Drill

- ☐ Fire Drill (6 required)  
☐ Tornado Drill (2 required)  
☒ Lock Down/Shelter in Place Drill  
(2 required) Inside threat

### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events (Lunch Hour)

Name of Reporting School: Sylvester Elementary

Date of Drill: 9/21/22 Time drill was held: 2:15

Exact time required to evacuate/shelter/secure: 13mins 48 sec.

Total Participants: 415

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

This report is for emergency drill # 4 for school year 22/23

Name of person conducting drill: Amy Williams

Title of person conducting drill: 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 Matthew Oosterwal School Resource Officer

OR

- ☐ Fire (fire chief or designee)

Name & Title \_\_\_\_\_