

School Emergency Drills

Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill #2
(2 required)

Time of Drill

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

Name of Reporting School: _____ Mars Elementary

Date of Drill: 1/25/21 Time drill was held: 9:00 am

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

Total Participants: 388

Remarks: _____

This report is for emergency drill # 2 for school year 2020-2021

Name of person conducting drill: DeeAnn Melville- Voss

Title of person conducting drill: Principal

Signature of person conducting drill: Melissa Prestone

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 _____