

**School Emergency Drills**  
Documentation Form

Type of Drill

Time of Drill

- |                                                                        |                                                               |
|------------------------------------------------------------------------|---------------------------------------------------------------|
| <input checked="" type="checkbox"/> Fire Drill (6 required)            | <input type="checkbox"/> Standard                             |
| <input type="checkbox"/> Tornado Drill (2 required)                    | <input type="checkbox"/> Class Change                         |
| <input type="checkbox"/> Lock Down/Shelter in Place Drill (2 required) | <input checked="" type="checkbox"/> Recess                    |
|                                                                        | <input checked="" type="checkbox"/> Other Events (Lunch Hour) |

Name of Reporting School: Sylvester Elementary

Date of Drill: 10-8-20 Time drill was held: 11:10

Exact time required to evacuate/shelter/secure: 3:03

Total Participants: 261

Remarks: Fire drill in transition

This report is for emergency drill # 3 for school year 2020-21

Name of person conducting drill: Amy Williams

Title of person conducting drill: Principal

Signature of person conducting drill: Amy Williams

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

And

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title Rock Snielandorf SAO- BSO/PPD

OR

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_