

# School Emergency Drills

Documentation Form

**Type of Drill**

**Time of Drill**

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

Name of Reporting School: Sylvester Elementary

Date of Drill: 3/30/21 Time drill was held: 9am  
Exact time required to evacuate/shelter/secure: 2 mins 4 sec.  
Total Participants: 261

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

This report is for emergency drill # 9 for school year 2020/2021

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 Law enforcement not available

**OR**

- Fire (fire chief or designee)

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

**FAXED**  
3/30/21  
*MSM*