

# 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: 1/28/21 Time drill was held: 10:10

Exact time required to evacuate/shelter/secure: ~~10:10~~ 3mins 36 sec.

Total Participants: 375

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

This report is for emergency drill # 7 for school year 20/21

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 Law enforcement not available

**OR**

- Fire (fire chief or designee)

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