

School Emergency Drills
Documentation Form

Type of Drill

Time of Drill

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

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

Name of Reporting School: Sylvester Elementary

Date of Drill: 9/29/2020 Time drill was held: 9:15

Exact time required to evacuate/shelter/secure: N/A

Total Participants: 261

Remarks: _____

This report is for emergency drill # 1 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 Rich Smidendorf, BSO's S/O

OR

- Fire (fire chief or designee)

Name & Title _____