

School Emergency Drills

Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required) #1
- Lock Down/Shelter in Place Drill (2 required)

Time of Drill

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

Name of Reporting School: Virtual Academy

Time drill was held: 11:30 am

Exact time required to evacuate/shelter/secure: NA

Total Participants: 1 student 3 staff

Remarks: 1 student asked him procedure

This report is for emergency drill # or school year

Name of person conducting drill: teresa Simmons

Title of person conducting drill: Secretary

Signature of person conducting drill: Teresa Simmons

Drill was coordinated with:

- Emergency Management Coordinator

Name & Title _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title Rick Smiedendorf, SRO at BSOTPD

OR

- Fire (fire chief or designee)

Name & Title _____