

# School Emergency Drills Documentation Form

## Type of Drill

- Fire Drill (5 required)  
 Tornado Drill (2 required, one in March)  
 Lock Down (3 required)  
 Lockdown (recess or cafeteria)  
 Lockdown (Air handlers off, reacting to hazardous material)

## Time of Drill

- Standard  
 Class Change  
 Recess  
 Other Events

Name of Reporting School: \_\_\_\_\_ Mid Peninsula \_\_\_\_\_

Date of Drill: \_\_\_\_\_ 10/03/2017 \_\_\_\_\_ Time drill was held: \_\_\_\_\_ 9:03a.m. \_\_\_\_\_ (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_ 1 minute 38 seconds \_\_\_\_\_

Total Participants: \_\_\_\_\_ 190 \_\_\_\_\_

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

This report is for emergency drill # \_\_\_\_\_ 2 \_\_\_\_\_ for school year \_\_\_\_\_ 2017-2018 \_\_\_\_\_.

Name of person conducting drill: \_\_\_\_\_ Eric VanDamme \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_ Superintendent/Principal \_\_\_\_\_

Signature of person conducting drill: \_\_\_\_\_  \_\_\_\_\_

Drill Was Coordinated With:

Emergency Management Coordinator

Name & Title \_\_\_\_\_ Bob Behrbom \_\_\_\_\_

**AND**

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

Name & Title \_\_\_\_\_ MSP Dale Hongisto \_\_\_\_\_

**OR**

Fire (fire chief or designee)

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