

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Code Red-Lock Down or
Code Yellow-Shelter in Place Drill
(3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: CENTRAL ELEMENTARY SCHOOL

Date of Drill: 11-13-17 Time drill was held: 8:22 (am/pm)

Exact time required to evacuate/shelter/secure 90 SECONDS

Total Participants: 330 students + 29 staff = 359

Remarks: DOOR TO ROOM #117 NEEDS APPROX. 1/16" SHAVED OFF
BOTTOM OF DOOR

This report is for emergency drill # 1 of 3 for school year 2017/2018

Name of person conducting drill: DeeAnne Pohlmann

Title of person conducting drill: Principal

Signature of person conducting drill: DeeAnne Pohlmann

Drill was Coordinated With:

- Emergency Management Coordinator
Signature & printed name: _____
Title: _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Signature & printed name: Brian Helfert BRIAN HELFERT
Title: SCHOOL RESOURCE OFFICER/JUVENILE CRIME INVESTIGATOR

OR

- Fire (fire chief or designee)
Signature & printed name: _____
Title: _____