

# 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: 9-8-17 Time drill was held: 8:30 (am/pm)

Exact time required to evacuate/shelter/secure: 3 minutes 25 seconds

Total Participants: 300 students + 35 staff

Remarks: Excellent speed of exit; work on speed with identifying missing students for next drill to reduce total time to under 3 mins.

This report is for emergency drill # 1 for school year 2017-18.

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: \_\_\_\_\_  
Title: \_\_\_\_\_

**OR**

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