

School Emergency Drills Documentation Form

Type of Drill

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

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: COVERT Public School

Date of Drill: 4-21-16 Time drill was held: 7:40 AM (pm/am)

Exact time required to evacuate/shelter/secure: 3.00 min

Total Participants: 300

Remarks: _____

This report is for emergency drill # 6 for school year 2015-16

Name of person conducting drill: S M Pore

Title of person conducting drill: Facilities Director

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title Amber Facilities Director

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- Fire (fire chief or designee)
Name & Title _____