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: Quest

Date of Drill: 11/11/15 Time drill was held: 11:10 (pm/am)

Exact time required to evacuate/shelter/secure: 1 minute

Total Participants: 50

Remarks: _____

This report is for emergency drill # 3 for school year 15-16.

Name of person conducting drill: Tracy Sanchez

Title of person conducting drill: Director

Signature of person conducting drill: Tracy Sanchez

Drill Was Coordinated With:

☐ Emergency Management Coordinator
Name & Title _____

AND

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

OR

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