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: Pathfinder

Date of Drill: 11-4-15 Time drill was held: 2:32 (pm/am)

Exact time required to evacuate/shelter/secure: 4 mins.

Total Participants: 460

Remarks: _____

This report is for emergency drill # 4 for school year 2015-16.

Name of person conducting drill: Andrea Ward

Title of person conducting drill: Principal

Signature of person conducting drill: Andrea Ward

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 _____