

# School Emergency Drills Documentation Form

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

- Standard
- Class Change
- Recess
- Other Events

Name of reporting school: \_\_\_\_\_

*Three Oaks Elem.*

Date of drill: 3-16-16

Time drill was 10:00 (AM) / PM

Exact time required to evacuate shelter / secure: 10:01

Total Participants: est. 163

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This report is for emergency drill # 2 for school year 2015-2016

Name of person conducting drill: \_\_\_\_\_

*Charlie Pfauth, Donna Palen*

Title of the person conducting the drill: \_\_\_\_\_

*Custodian office*

Signature of person conducting the drill: \_\_\_\_\_

*Charlie Pfauth*

Drill was coordinated with

Emergency Management Coordinator

Name & Title \_\_\_\_\_

Signature \_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title \_\_\_\_\_

Signature \_\_\_\_\_

**OR**

Fire (fire chief or designee)

Name & Title \_\_\_\_\_

Signature \_\_\_\_\_