

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: 10-6-15 Time drill was 10:00 AM / PM

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

Total Participants: est - 159

Remarks: _____

This report is for emergency drill # 1 for school year 2015-2016

Name of person conducting drill: Heidi Clark

Title of the person conducting the drill: Principal

Signature of person conducting the drill: Heidi Clark

Drill was coordinated with

Emergency Management Coordinator
Name & Title _____
Signature _____

AND

Law Enforcement (county sheriff or chief of police or designee of MSP)
Name & Title Chief Dennis Suther
Signature _____

OR

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