

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: 10-20-15

Time drill was 1:04 AM (PM)

Exact time required to evacuate (shelter) secure: 1:05 PM

Total Participants: est - 163

Remarks: _____

This report is for emergency drill # | 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 _____