

# School Emergency Drills Documentation Form

- Fire Drill (6 required)
- Tomado 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: 11-17-15 Time drill was 2:00 AM / PM PM

Exact time required to evacuate / shelter / secure: 2:01 PM

Total Participants: est. 165

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

This report is for emergency drill # 4 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 \_\_\_\_\_