

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: 3-10-16

Time drill was 1:53 AM (PM)

Exact time required to evacuate / shelter / secure: 1:54 PM

Total Participants: est. 153

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 _____