

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: 3-17-16 Time drill was 9:00 AM / PM

Exact time required to evacuate / shelter secure: _____

Total Participants: est. 162

Remarks: _____

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

Name of person conducting drill: Mr. Kearney

Title of the person conducting the drill: Superintendent

Signature of person conducting the drill: _____

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 _____