

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: 10-13-15 Time drill was 1:03 AM/PM (PM)

Exact time required to evacuate / shelter / secure: 1:04pm

Total Participants: est. 152

Remarks: _____

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

Name of person conducting drill: Charlie Pfautz, Heidi Clark, Dawn Klen

Title of the person conducting the drill: Custodian, Principal, office

Signature of person conducting the drill: Charlie Pfautz

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 _____