

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:

11-3-15

Time drill was

10:00

AM / PM

Exact time required to evacuate / shelter / secure:

10:01 am

Total Participants:

est. 167

Remarks:

This report is for emergency drill # 2 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