School Emergency Drills
Documentation Form

Type of Drill

- ☐ Fire Drill (5 required)
- ☐ Tornado Drill (2 required)
- ☒ Lock Down/Shelter in Place Drill (3 required)

Time of Drill

- ☐ Standard
- ☐ Class Change
- ☒ Recess
- ☐ Other Events

Name of Reporting School: Oakwood

Date of Drill: 11-5-15 Time drill was held: 10:25 (pm/(am))

Exact time required to evacuate/shelter/secure: _____

Total Participants: building

Remarks: _____

This report is for emergency drill # 2 for school year 15-16.

Name of person conduction drill: Sean Coffey

Title of person conducting drill: Custodial Supervisor

Signature of person conducting drill: Sean Coffey

Drill Was Coordinated With:

☐ Emergency Management Coordinator

Name & Title _____

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title [illegible] #980

OR

☐ Fire (fire chief or designee)

Name & Title _____