

# School Emergency Drills

## Documentation Form

### Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Bussy Center for Early Childhood Education

Date of Drill: 1/9/18 Time drill was held: 10:25 (pm/am) (am)

Exact time required to evacuate/shelter/secure: 7 minutes

Total Participants: 123

Remarks: \_\_\_\_\_  
\_\_\_\_\_

This report is for emergency drill # 4 for school year 2017/2018.

Name of person conducting drill: Aldreya R. Maxwell

Title of person conducting drill: Program Clerk

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

**OR**

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_