

School Emergency Drills Documentation Form

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Denise
Hutchinson

Type of Drill

- Fire Drill (5 required) *** 3 Fire drills must be completed before 12/1
- Tornado Drill (2 required) *** 1 Tornado drill must be completed during month of March
- Lock Down/Shelter in Place Drill (3 required) *** 1 Shelter drill must be completed before 12/1 and 1 must be completed after 1/1 of the school year

Name of Reporting School: Burney K-8

Date of Drill: 5/30/18 Time drill was held: 9:59 - 10:03 (am/pm)

Exact time required to evacuate/shelter/secure: 4 minutes

Total Participants: 634

Remarks: _____

This report is for emergency drill # 6 for school year 2017-18

Name of person conducting drill: Edward Flee

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

- 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 _____

*** Please send this form to Scott Tocco (email or fax) within one week of completed drill ***