

# School Emergency Drills Documentation Form

## 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: THOMPSON K-8 INTERNATIONAL ACADEMY

Date of Drill: 1-11-18 Time drill was held: 2:45 (am/pm) (pm)

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

Total Participants: 554

Remarks: STAFF MEMBERS NEED TO RESPOND IMMEDIATELY!

This report is for emergency drill # 6 for school year 2017-2018

Name of person conducting drill: VERNON BURDEN

Title of person conducting drill: ASST. PRINCIPAL

Signature of person conducting drill: V. K. Burden

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title SCOTT TOLLO, DIRECTOR OF OPERATIONS.

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title OFF. JAMES, SPS RESOURCE OFFICER

OR

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

\*\*\* Please send this form to Dennis Gregory (email or fax) within  
one week of completed drill \*\*\*