

# 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: University Middle & High School Academy

Date of Drill: 10/19/2021 Time drill was held: 1:30pm -1:33pm (am/pm)

Exact time required to evacuate/shelter/secure: 3 minutes

Total Participants: 548

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

This report is for emergency drill # 1 of 5 for school year 2021-20221

Name of person conducting drill: Harry Patton

Title of person conducting drill: Assistant Dean

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 \_\_\_\_\_

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