

# 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: Our Savior Lutheran School

Date of Drill: 10/20/15 Time drill was held: \_\_\_\_\_ (pm/am)

Exact time required to evacuate/shelter/secure: 2min 26sec

Total Participants: 88

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

This report is for emergency drill # 4 for school year 2015-2016

Name of person conducting drill: Pastor Jeremy Swem

Title of person conducting drill: principal

Signature of person conducting drill: Jeremy Swem

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 \_\_\_\_\_