

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: 11/14/16 Time drill was held: 1:27 (pm/am)

Exact time required to evacuate/shelter/secure: 3:40

Total Participants: 93

Remarks: _____

This report is for emergency drill # _____ for school year 2016-2017

Name of person conducting drill: Rev. 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 _____