

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: 2/16/17 Time drill was held: 9:57 (pm/am)

Exact time required to evacuate/shelter/secure: 2:05 min

Total Participants: 104

Remarks: The officer noted that we are doing the best we can, but a P/A system would improve the ability of those in the school to hear when things are announced.

This report is for emergency drill # 7 for school year 16-17.

Name of person conducting drill: Pr. Jeremy Swen

Title of person conducting drill: Principal

Signature of person conducting drill: Jeremy Swen

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Ben Hawkins, officer

OR

Fire (fire chief or designee)
Name & Title _____