

# 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: 11/9/17 Time drill was held: 11:05 (pm/am)

Exact time required to evacuate/shelter/secure: 5 min

Total Participants: 84

Remarks: <sup>1st 4th grade</sup> Students were outside at recess and made their way quickly to their classrooms.

This report is for emergency drill # 4 for school year 2017-2018

Name of person conducting drill: <sup>Rev.</sup> Jeremy Swann

Title of person conducting drill: Principal

Signature of person conducting drill: Jeremy Swann

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 \_\_\_\_\_