

# 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: 2/20/18 Time drill was held: 10:30 (pm/am)

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

Total Participants: 12

Remarks: Preschool threes class

This report is for emergency drill # 6 for school year 2017-2018

Name of person conducting drill: Christine Mueller

Title of person conducting drill: school secretary

Signature of person conducting drill: Christine Mueller

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 \_\_\_\_\_