

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: 9/18/18 Time drill was held: 12:45 (pm/am)

Exact time required to evacuate/shelter/secure: 10 min 46 sec.

Total Participants: 72

Remarks: The warning went to the playground / recess was not reserved it took 10 min to secure the facility.

This report is for emergency drill # 3 for school year 2018-2019

Name of person conducting drill: 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 _____

OR

Fire (fire chief or designee)
Name & Title _____