

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Tina McNeely

Date of Drill: 10-6-15 Time drill was held: 1:37 (pm/am)

Time it took to evacuate/shelter/secure: 3:49

Total Participants: 312

Remarks: 4 elementary doors not closed.

This report is for emergency drill # 3 for school year 15-16.

Name of person conducting drill: Tina McNeely

Title of person conducting drill: Principal

Signature of person conducting drill: Tina McNeely

Drill Was **Coordinated** With:

Emergency Management Coordinator

Name & Title: Teresa Schwalbach, PEM, Emergency Management Coordinator

Signature: _____

AND/OR

Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title: _____

AND/OR

Fire (fire chief or designee)

Name & Title: Ron DeMarse, Fire Chief, MQT Township Fire