

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 Lunch

Name of Reporting School: North Star Academy

Date of Drill: 11-18-15 Time drill was held: 11:01 (pm/am)

Time it took to evacuate/shelter/secure: 2:01

Total Participants: 301

Remarks: Discuss procedures w/ substitutes.

This report is for emergency drill # 5 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: MSP Trooper Stacey Rasanen

AND/OR

Fire (fire chief or designee)

Name & Title: _____