

# 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: Saranac Elementary School

Date of Drill: 2/24/17 Time drill was held: 8:30 (pm/am)

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

Total Participants: 570

Remarks: \_\_\_\_\_

This report is for emergency drill # 1 for school year 16/17.

Name of person conducting drill: Jason Smith

Title of person conducting drill: Principal

Signature of person conducting drill: \_\_\_\_\_

### 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 \_\_\_\_\_