

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required, three by Dec. 1)
- Tornado Drill (2 required, 1 in March)
- Lock Down/Shelter in Place Drill (3 required, one by Dec. 1 and one after Jan 1.)

Time of Drill*

- Standard
- Class Change
- Recess
- Other Events

*One drill must occur during a transition time

Name of Reporting School: Saranac Elementary

Date of Drill: 12/12/18 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:00

Total Participants: 523

Remarks: All students were safely locked down.

This report is for emergency drill # 5 for school year 18-19.

Name of person conducting drill: Mike Catrell

Title of person conducting drill: Principal

Signature of person conducting drill: Mike Catrell

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title: Doug Devries, Deputy Emergency Management Director

Submit schedule* of drills by September 15
emd@ioniacounty.org

*Notify the Emergency Management Director if there are any changes to the schedule. If a drill is cancelled, it must be rescheduled within 10 days

A copy of this form must be posted onto the school's website within 30 days of the drill and remain on the site for 3 years.