

# 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: North Star Academy

Date of Drill: 2-12-16 Time drill was held: 10:41 (pm/am)

Time it took to evacuate/shelter/secure: 1:45

Total Participants: 293

Remarks: Issue w/ student in Ms. Mackie's class (Loud)

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This report is for emergency drill # 6 for school year 15-16.

Name of person conducting drill: Tina McNeely

Title of person conducting drill: Elementary Principal

Signature of person conducting drill: Tina McNeely

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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: \_\_\_\_\_