

School Emergency Drills Documentation Form

Type of Drill

Time of Drill

Fire Drill (5 required)

Standard

Tornado Drill (2 required)

Class Change

Lock Down/Shelter in Place Drill (3 required)

Recess

Other Events

Name of Reporting School: **NORTH STAR ACADEMY**

Date of Drill: 5/1/19 Time drill was held: 12:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 30 sec

Total Participants: 272

Remarks: _____

This report is for emergency drill # 3 for school year 18/19

Name of person conducting drill: **Andrea Ballard**

Title of person conducting drill: **Principal**

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator

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

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 _____