

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: Pansophie Academy

Date of Drill: 9-21-15 Time drill was held: 9:35 (pm/am) (m)

Exact time required to evacuate/shelter/secure: 1 min. 25 sec.

Total Participants: 417

Remarks: end of class

This report is for emergency drill # 1 for school year 2015-16

Name of person conducting drill: Jamie Mueller

Title of person conducting drill: Principal / Director

Signature of person conducting drill: Jamie Mueller

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 _____