

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: Pansophia Academy

Date of Drill: 11-13-15 Time drill was held 10:00 (pm/am) am

Exact time required to evacuate/shelter/secure: 4 minutes

Total Participants: _____

Remarks: _____

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

Signature of person conducting drill: Jamie Mueller

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title Tim Minor per Drill schedule

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

Fire (fire chief or designee)
Name & Title _____