

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: 1-15-2016 Time drill was held: 12:50 (pm/am)

Exact time required to evacuate shelter/secure: 1 minute 20 sec.

Total Participants: 372

Remarks: _____

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

Name of person conducting drill: Tammy Kirby

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Tammy Kirby

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 _____