

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: 9/28/18 Time drill was held: 8:10 (pm/am)

Exact time required to evacuate/shelter/secure: 2:40.00

Total Participants: 400

Remarks: _____

This report is for emergency drill # 1 for school year 18-19.

Name of person conducting drill: Jamie Mueller

Title of person conducting drill: Principal

Signature of person conducting drill: J. Mueller

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title Staci Klotz

AND

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

OR

Fire (fire chief or designee)
Name & Title _____