

# 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: 2-19-19 Time drill was held: 8:00 (pm/am)

Exact time required to evacuate/shelter/secure: ~~8:00~~ 8:44

Total Participants: 400

Remarks: See Notes

This report is for emergency drill # \_\_\_\_\_ for school year \_\_\_\_\_.

Name of person conducting drill: Haley Hartz

Title of person conducting drill: School Counselor

Signature of person conducting drill: Haley Hartz

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 \_\_\_\_\_