

# School Emergency Drills Documentation Form

## Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

## Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Pansophia Academy

Date of Drill: 10/15/18 Time drill was held: 8:30 (pm/am)

Exact time required to evacuate/shelter/secure: 2:31:00

Total Participants: 400

Remarks: \_\_\_\_\_

This report is for emergency drill # 2 for school year 18-19

Name of person conducting drill: Jamie Mueller

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Steve Klotz

AND

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

OR

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_