

# School Emergency Drills Documentation Form

<u>Type of Drill</u>	<u>Time of Drill<sup>1</sup></u>
<input type="checkbox"/> Fire Drill <sup>2</sup> ( ___ of 5)	<input checked="" type="checkbox"/> Standard
<input checked="" type="checkbox"/> Tornado Drill <sup>3</sup> ( ___2___ of 2)	<input type="checkbox"/> Class Change
<input type="checkbox"/> Lockdown <sup>4</sup> ( ___2___ of 3)	<input type="checkbox"/> Recess/Lunch
	<input type="checkbox"/> Other _____

School Name:  Sayre Elementary School Year:  2016-2017

Date of Drill:  3/23/17 Time of Drill:  1:30 pm (am/pm)

Exact time required to evacuate/shelter/secure:  1min 55 sec Total Participants:  650

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

Name of person conducting drill:  Jennifer Herbstreit Title:  Principal

Signature of principal or designee confirming drill completion: \_\_\_\_\_

Drill was coordinated with:

County/Local Emergency Management Coordinator or designee

AND

Law Enforcement (County Sheriff, chief of police, state police, or designee)

OR

Fire (Fire chief or designee)

<sup>1</sup> At least one drill must occur during lunch, recess, or at another time when a significant number of students are gathered by not in a classroom

<sup>2</sup> Three of these drills must take place by December 1 and all drills must have reasonable intervals

<sup>3</sup> At least one must take place in March

<sup>4</sup> Must include security measures appropriate to an emergency such as the release of hazardous material or the presence of a potentially dangerous individual on or near the premises. One drill must be prior to December 1 and one drill must be after January 1