

School Emergency Drills

Documentation Form


<u>Type of Drill</u>	<u>Time of Drill¹</u>
<u> 3 </u> Fire Drill ² (<u> 5 </u> of 5)	<u> </u> Standard
<u> </u> Tornado Drill ³ (<u> </u> of 2)	<u> </u> Class Change
<u> </u> Lockdown ⁴ (<u> </u> of 3)	<u> </u> Recess/Lunch
	<u> </u> Other _____

School Name: Bartlett Elementary School School Year: 2016-17

Date of Drill: 11/1/16 Time of Drill: 11:36 pm (am/pm)

Total Participants: 451

Name of person conducting drill: Emily Testani Title: Principal

Signature of principal or designee confirming drill completion: 

Drill was coordinated with:

 X County/Local Emergency Management Coordinator or designee

AND

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

OR

 X Fire (Fire chief or designee)

¹ 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
² Three of these drills must take place by December 1 and all drills must have reasonable intervals
³ At least one must take place in March
⁴ 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