

School Emergency Drills

Documentation Form

<u>Type of Drill</u>	<u>Time of Drill¹</u>
<input type="checkbox"/> Fire Drill ² (___ of 5)	<input checked="" type="checkbox"/> Standard
<input type="checkbox"/> Tornado Drill ³ (___ of 2)	<input type="checkbox"/> Class Change
<input checked="" type="checkbox"/> Lockdown ⁴ (<u>2</u> of 3)	<input type="checkbox"/> Recess/Lunch
	<input type="checkbox"/> Other _____

School Name: Kent Lake Elementary School Year: 2016-17

Date of Drill: 12/5/16 Time of Drill: 2:15 pm

Exact time required to evacuate/shelter/secure: 1 minute, 12 seconds Total Participants: Whole School

Remarks: This drill was unannounced.

Name of person conducting drill: Kim Dancer 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) Via email dated 9/2/16

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

