

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>1</u> of 3)	<input type="checkbox"/> Recess/Lunch
	<input type="checkbox"/> Other _____

School Name: Salem Elementary School Year: 2016-17

Date of Drill: _____ Time of Drill: _____

Total Participants: 480

Name of person conducting drill: Ray Metcalf 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)

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