

# 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 type="checkbox"/> Tornado Drill <sup>3</sup> (___ of 2)	<input type="checkbox"/> Class Change
<input checked="" type="checkbox"/> Lockdown <sup>4</sup> (___2___ of 3)	<input type="checkbox"/> Recess/Lunch
	<input type="checkbox"/> Other _____

School Name: \_\_\_\_\_ Salem Elementary \_\_\_\_\_ School Year: \_\_\_\_\_ 2016-17 \_\_\_\_\_

Date of Drill: \_\_\_\_\_ 11-15-17 \_\_\_\_\_ Time of Drill: \_\_\_\_\_ 9:55 \_\_\_\_\_

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)

<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