

# School Emergency Drills

## Documentation Form

<u>Type of Drill</u>	<u>Time of Drill<sup>1</sup></u>
<u>X</u> Fire Drill <sup>2</sup> ( <u>4</u> of 5)	<u>   </u> Standard
<u>   </u> Tornado Drill <sup>3</sup> ( <u>   </u> of 2)	<u>   </u> Class Change
<u>   </u> Lockdown <sup>4</sup> ( <u>   </u> of 3)	<u>X</u> Recess/Lunch
	<u>   </u> Other _____

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

Date of Drill: 10/10/16 Time of Drill: 1:00 pm

Exact time required to evacuate/shelter/secure: 2 minutes Total Participants: Whole School

Remarks: This drill was unannounced and took place during lunch recess.

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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

X Fire (Fire chief or designee) Via email dated 9/2/16

<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

