

# School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

<input checked="" type="checkbox"/>	Fire Drill (6 required)	_____	Standard
<input type="checkbox"/>	Tornado Drill (2 required)	_____	Class Change
<input type="checkbox"/>	Lock Down/Shelter in Place Drill (2 required)	_____	Recess
		_____	Other Events

Name of Reporting School: NRMS

Date of Drill: 10/5/15 Time Drill was held: 12:31 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2 minutes

Total Participants: 900+ Remarks: \_\_\_\_\_

This report is for emergency Drill # 4 for school year 2015/16.

Name of person conducting Drill: Al Rickard

Title of person conducting Drill: Asst. Principal

Signature of person conducting Drill: [Signature]

Drill was coordinated with:

\_\_\_\_\_ Emergency Management Coordinator  
Name and Title \_\_\_\_\_

**AND**

\_\_\_\_\_ Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name and Title \_\_\_\_\_

**OR**

\_\_\_\_\_ Fire (fire chief or designee)  
Name and Title \_\_\_\_\_

**MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL  
FAX NUMBER: 866-7112**