

# School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

Fire Drill (6 required)

Standard

Tornado Drill (2 required)

Class Change

Lock Down/Shelter in Place Drill  
(2 required)

Recess

Other Events

Name of Reporting School: NRM

Date of Drill: 9/23/15 Time Drill was held: 1:37 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 4 minutes (1:41)

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

This report is for emergency Drill # 3 for school year 2015-16

Name of person conducting Drill: Al Reickard

Title of person conducting Drill: Assistant 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**