

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (3 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: North LeValley School

Date of Drill: 9/23/20 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:26 min.

Total Participants: 15

Remarks: 1<sup>st</sup> time - went well

This report is for emergency drill # 1 for school year 20-21.

Name of person conducting drill: Meri Stevens

Title of person conducting drill: Teacher

Signature of person conducting drill: M. Stevens

Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

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

**OR**

- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_