

School Emergency Drills Documentation Form

Kindergarten to 12

Type of Drill

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

Time of Drill

- Standard
 Class Change
 Recess
 Lunch
 Other Events

Name of Reporting School: Marcellus Elementary

Date of Drill: 9-26-17 Time drill was held: 2:00 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min 46 sec.

Total Participants: 293 students 27 staff total 320

This report is for emergency drill # 1 for school year 2017-18

Name of person conducting drill: Tammy Curtis

Title of person conducting drill: Social worker

Signature of person conducting drill: Tammy Curtis

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith Cass County EMC
AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Tiffany Graves Deputy CCSO
OR

Fire (fire chief or designee)
Name & Title _____