

SCHOOL EMERGENCY DRILLS
Documentation Form

Type of Drill

Time of Drill

Fire Drille (6 required)

Standard

Tornado Drill (2 required)

Class Change

Lock Down / Shelter in Place Drill
(2 required) 1st

Recess

Other Events

Name of Reporting School: New Era Elementary

Date of Drill: 9/24/2020 Time drill was held: 8:45 AM

Exact time required to evacuated / shelter / secure: 1 min 9 sec

Total Participants: 166

Remarks: First Tornado Drill of the year

This report is for emergency drill # 2 for school year: 2020-2021

Name of person(s) conducting drill: Travis Kraai

Title of person(s) conducting drill: Assistant Administrator

Signature of person conducting drill: _____

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title: _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title: _____

Fire (fire chief or designee)
Name & Title: _____