

School Emergency Drills

Documentation Form

Type of Drill

- ☐ Fire Drill (6 required)
☐ Tornado Drill (2 required)
☒ Lock Down/Shelter in Place Drill
(2 required)

Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: Burr Oak

Date of Drill: 2/26/24 Time drill was held: 1:45 (pm/am)

Exact time required to evacuate/shelter/secure: 4min 54sec

Total Participants: 310

Remarks: We need to practice and review w/ students more often.

This report is for emergency drill # _____ for school year 23/24.

Name of person conducting drill: _____

Title of person conducting drill: _____

Signature of person conducting drill: Kris Owens

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 _____