

3/2

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: 3/14 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 3min 13seconds

Total Participants: 320

Remarks: Best lockdown drill of the year

This report is for emergency drill # 6 for school year 23/24.

Name of person conducting drill: Kris Owens

Title of person conducting drill: Superintendent

Signature of person conducting drill: Kristina 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 _____