

# School Emergency Drills Documentation Form

Type of Drill

Time of Drill

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

- Standard Elem
- Class Change H.S
- Recess
- Other Events

Name of Reporting School: Burr Oak

Date of Drill: 4/2/24 Time drill was held: 10:48 (pm/am)

Exact time required to evacuate/shelter/secure: 2m 46 sec.

Total Participants: 300

Remarks: \_\_\_\_\_

\_\_\_\_\_

This report is for emergency drill # 7 for school year 23/24.

Name of person conducting drill: Cindy Hernandez

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Cindy Hernandez

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 \_\_\_\_\_