# School Emergency Drills

**Documentation Form**

<table>
<thead>
<tr>
<th><strong>Type of Drill</strong></th>
<th><strong>Time of Drill</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>✡ Fire Drill (4 required)</td>
<td>✡ Standard</td>
</tr>
<tr>
<td>✡ Tornado Drill (2 required)</td>
<td>✡ Class Change</td>
</tr>
<tr>
<td>✗ Lock Down Drill (2 required)</td>
<td>✗ Other Event</td>
</tr>
</tbody>
</table>

Name of Reporting School: _West Shore Educational Service District_____  

Date of Drill: ___10/24/17_________ Time of Drill: ___10:30_____ (a.m./p.m.)  

Exact time required to evacuate/shelter/secure: ____ 8 minutes____  

Total Participants: __50+__  

Comments: Drill went well. This is the first one with our new addition so it was a little slower than normal. Our electronic locking system however did not but we have talked with our technology department and have been told that everything will be up and running soon.  

Drill Number: __1_____ for school year _2017-2018_.  

Name of person conducting drill: _Marc Dennis_  

Title of person conducting drill: _Behavior Management/Safety Coordinator_  

Signature of person conducting drill: __Marc D. Dennis______________  

Drill was Coordinated With:  

ën Emergency Management Coordinator  

Name & Title: ________________________________________________  

ën Law Enforcement (County Sheriff, chief of Police, or MSP)  

Name & Title: ________________________________________________  

ën Fire (Fire Chief or Designee)  

Name & Title: ________________________________________________