

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: Adams Christian School

Date of Drill: Sept. 26, 2014 Time drill was held: 11:40 (pm/am)

Exact time required to evacuate/shelter/secure: Less than 5 minutes

Total Participants: 260

Remarks: First one of the year... a few doors didn't lock due to failed locking mechanism and/or misplaced keys. A classroom didn't have green/red flags in their safety binder. Good talking points w/ staff.

This report is for emergency drill # 1 for school year 2014/2015.

Name of person conducting drill: Rick Mingerink

Title of person conducting drill: Principal

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 _____

OR

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