

# 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 9:50  
 Class Change  
 Recess  
 Other Events

Name of Reporting School: EE Emerald Elementary

Date of Drill: 9:50 Time drill was held: 9-12 (pm/am)

Exact time required to evacuate/shelter/secure: 4 minutes

Total Participants: 338

Remarks: 2 teachers - STEVENS doors gym lights on  
Kozlowski open

This report is for emergency drill # 1 for school year 19-20

Name of person conducting drill: Jennifer Boyle

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title Ken C. Deibel Director of Public Safety

OR

Fire (fire chief or designee) [Signature]  
Name & Title \_\_\_\_\_

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### 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: Emerald Elementary

Date of Drill: ~~10/28~~ 9/25/19 Time drill was held: 10:15 (pm/am)

Exact time required to evacuate/shelter/secure: 10:17 - 10:21 4 minutes

Total Participants: 338

Remarks: K-1 was out at recess

This report is for emergency drill # 2 for school year 19-20

Name of person conducting drill: Jennifer Boyle

Title of person conducting drill: principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title KEVIN C. GALANT / PUBLIC SAFETY

**OR**

Fire (fire chief or designee)  
Name & Title KEVIN C. GALANT / PUBLIC SAFETY