

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: Emerald Elementary

Date of Drill: 9/15 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 3 minutes

Total Participants: 288

Remarks: _____

This report is for emergency drill # 1 for school year 20-21

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 Tim Russell, Sergeant [Signature]

OR

Fire (fire chief or designee)
Name & Title _____

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- 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: 9-25 Time drill was held: _____ (pm/am)

Exact time required to evacuate/shelter/secure: 2 minutes

Total Participants: 288

Remarks: _____

This report is for emergency drill # 2 for school year 20-21

Name of person conducting drill: Jennifer Boyle

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 [Signature] OFFICER

OR

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

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Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Emerald Elementary

Date of Drill: 10/7 Time drill was held: 11:55 (pm/am)

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

Total Participants: ~~291~~ 291

Remarks: _____

This report is for emergency drill # 3 for school year 20-21

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 _____

OR

Fire (fire chief or designee)
Name & Title Tim Russell, Sergeant

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Type of Drill

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(2 required)

Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Emerald Elementary

Date of Drill: 10/13 Time drill was held: 2:40 (pm/am)

Exact time required to evacuate/shelter/secure: 2 minutes

Total Participants: 291

Remarks: used blue emergency lights

This report is for emergency drill # 4 for school year 20-21

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 Tim Russell Sergeant MSP

OR

Fire (fire chief or designee)
Name & Title _____

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
- Class Change
- Recess
- Other Events

Name of Reporting School: Emerald Elementary

Date of Drill: 11-9 Time drill was held: 11:55 (pm)

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

Total Participants: 295

Remarks: _____

This report is for emergency drill # 5 for school year 20-21

Name of person conducting drill: Jennifer Boyle

Title of person conducting drill: Building 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 Sgt. Kevin D. Smith (Sgt) [Signature]

OR

Fire (fire chief or designee)
Name & Title Sgt. Kevin D. Smith (Sgt) [Signature]

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: Emerald Elementary

Date of Drill: 1/19 Time drill was held: 2:26 (pm/am)

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

Total Participants: 289

Remarks: _____

This report is for emergency drill # 6 for school year 20-21

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 GELAT, PUBLIC SAFETY

OR

Fire (fire chief or designee)
Name & Title _____

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Type of Drill

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 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: 4-8-2021 Time drill was held: 2:45 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 289

Remarks: Each class does own in designated area per COVID restrictions

This report is for emergency drill # 2 for school year 20-21

Name of person conducting drill: Jill Richey

Title of person conducting drill: Lead Teachers

Signature of person conducting drill: Jill Richey

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title R. O. Burt, MSP

OR

Fire (fire chief or designee)
Name & Title R. O. B

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(2 required)

Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Emerald Elementary

Date of Drill: 3-23-2021 Time drill was held: 2:45 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 289

Remarks: per Mr. Parmentier each teacher does own per Covid restrictions

This report is for emergency drill # 2 for school year 20-21.

Name of person conducting drill: Howard Parmentier

Title of person conducting drill: Super-Intendent

Signature of person conducting drill: Howard Parmentier

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title K. Q. [Signature] MSP

OR

Fire (fire chief or designee)
Name & Title K. Q. [Signature]