

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: Beechnau Elementary

Date of Drill: 5-18-22 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 3 min.

Total Participants: 392

Remarks: 4 Substitute teachers, 1 substitute para-pro.

This report is for emergency drill # 6 for school year 2021/22

Name of person conducting drill: Robert + Nista

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title Brian Zilka, Maintenance Supervisor

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

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