

# School Emergency Drills Documentation Form

Kindergarten to 12

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lockdown/Shelter-in-Place Drill (3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Lunch
- Other Events

Name of Reporting School: Squires

Date of Drill: 3/20/17 Time drill was held: 1130 (am/pm)

Exact time required to evacuate/shelter/secure: 1min 30 sec

Total Participants: 60

This report is for emergency drill # 4 for school year 2016-17

Name of person conducting drill: Tracy D Hertzel

Title of person conducting drill: Superintendent

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Cass Co EMC David Smith

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title Deputy CCSO TK Graves

OR

Fire (fire chief or designee)  
Name & Title Tracy Hertzel - Fireman