

# 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: DELTON KELLOGG HS

Date of Drill: 10/14/16 Time drill was held: 8:57 (pm/am)

Exact time required to evacuate/shelter/secure: 1 MINUTE.

Total Participants: 420

Remarks: NEED TO COVER DRILL EXPECTATIONS IN NEXT STAFF MTG.  
ADJUSTING 1 CLASSROOM TO ALTERNATE COVERAGE AREA. I.E- STAFF LOUNGE

This report is for emergency drill # 5/10 for school year 2016-17.

Name of person conducting drill: MIKE MOHN / LUCAS TRIERWEILER

Title of person conducting drill: AD/AP / 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 SCHOOL LIAISON OFFICER MARTI HORMANN - BC SHERIFF DEPT.

OR

- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_