

# 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 Elementary

Date of Drill: 11-15-18 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: 15 minutes

Total Participants: 492

Remarks: Students and staff did a nice job.

This report is for emergency drill # 2 for school year 2018.

Name of person conducting drill: Karmin Bourdo

Title of person conducting drill: Principal

Signature of person conducting drill: Karmin Bourdo

**Drill Was Coordinated With:**

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

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title Deputy Marti Horvath

OR

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