

**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: 1-9-19 Time drill was held: 10:40 (pm/am)

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

Total Participants: 452

Remarks: Mert team was released to practice with AED.

This report is for emergency drill # 3 for school year 2018-19

Name of person conducting drill: Harmin Bourdo

Title of person conducting drill: Principal

Signature of person conducting drill: Harmin Bourdo

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title James Yarger

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

**OR**

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