







SCHOOL EMERGENCY DRILLS Documentation Form

Grades Kindergarten to 12

Type of Drill	Time of Drill
Fire Drill (5 required)	Standard ZClass Change
☐ Tornado Drill (2 required)	☐ Recess ☐ Lunch
Lockdown/Shelter-in-Place Drill (3 required)	Other Event
Name of reporting school: Eastside Connections School	
	drill was held: (am/pm)
Exact time required to evacuate/shelter/secure:	
Total participants:	
Remarks: All went well.	
This report is for emergency drill # for school year1	
Name and title of person conducting drill: Joe Racht (Principal)	
Signature of person conducting drill:	
Drill was coordinated with:	
Emergency Management CoordinatorName and Title:AND	
Law Enforcement (county sheriff or chief of police Name and Title: OR	,
Fire (fire chief or designee) Name and Title:	

Note: Once the form has been signed and finished it will be emailed directly to Linda Spletzer. Be sure to enter above information on NCS emergency drill schedule Google doc.