







SCHOOL EMERGENCY DRILLS Documentation Form

Grades Kindergarten to 12

Type of Drill	Time of Drill
Fire Drill (5 required)	☐ Standard ☐ Class 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)
1m 10s	
Total participants:	
Remarks:	
This report is for emergency drill # for school year	
Name and title of person conducting drill: Joe Racht; Principal	
Signature of person conducting drill: J. Racht	
Drill was coordinated with:	
Emergency Management Coordinator Name and Title: AND	
Law Enforcement (county sheriff or chief of police or designee or MSP) 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.