







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	
05/40/0000	drill was held: (am/pm)
Exact time required to evacuate/shelter/secure: 1m45s	
Total participants: 450	
Remarks: Drill was conducted during morning specials. System for locating students (yellow card) went very smooth.	
This report is for emergency drill # for school year	
Name and title of person conducting drill: J. Racht	
Signature of person conducting drill: 3. Racht	
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.