

# School Emergency Drills Documentation Form

**Type of Drill**

**Time of Drill**

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Calvary Bible Academy

Date of Drill: 11-10-2016 Time drill was held: 12:09 (pm/am)

Exact time required to evacuate/shelter/secure: 52 seconds

Total Participants: 15

Remarks: Kids in lunch room  
Students and Staff responded  
Quickly

This report is for emergency drill # 3 for school year 2016-2017

Name of person conducting drill: Stacy Wilder

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

**Drill Was Coordinated With:**

Emergency Management Coordinator  
Name & Title DAN Smith

**AND**

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

**OR**

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