

School Emergency Drills Documentation Form

Type of Drill _____

Time of Drill* _____

Fire Drill (5 required, three by Dec. 1)

Tornado Drill (2 required, 1 in March)

Lock Down/Shelter in Place Drill (3 required, one by Dec. 1 and one after Jan 1.)

Standard

Class Change

Recess

Other Events

*One drill must occur during a transition time

Name of Reporting School: Coan School

Date of Drill: 3/16/15 Time drill was held: 12:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1.25

Total Participants: 32

Remarks: _____

This report is for emergency drill # 2 for school year 2014/2015

Name of person conducting drill: Amy Eaton

Title of person conducting drill: Teacher

Signature of person conducting drill: Amy Eaton

Drill Was Coordinated With: _____

Emergency Management Coordinator
Name & Title: Doug Devries, Deputy Emergency Management Director

Submit schedule* of drills by September 15
emd@ioniacounty.org

*Notify the Emergency Management Director if there are any changes to the schedule. If a drill is cancelled, it must be rescheduled within 10 days.

A copy of this form must be posted onto the school's website within 30 days of the drill and remain on the site for 3 years.