

School Emergency Drills Documentation Form

Type of Drill	Time of Drill
<input checked="" type="checkbox"/> Fire Drill (6 required)	<input checked="" type="checkbox"/> Standard
<input type="checkbox"/> Tornado Drill (2 required)	<input type="checkbox"/> Class Change
<input type="checkbox"/> Lock Down/Shelter in Place Drill (2 required)	<input type="checkbox"/> Recess
	<input type="checkbox"/> Other Events

Name of reporting school: OLLH

Date of drill: 9-7-17 Time drill was held: 12:45 (am/pm)

Exact time required to evacuate/shelter/secure: 1:37

Total Participants: 125

Remarks: _____

This report is for emergency drill # 1 for school year 2017-2018

Name of person conducting drill: D. Mausolf

Title of person conducting drill: Principal

Signature of person conducting drill: D. Mausolf

Drill was **coordinated** with: _____

- Emergency Management Coordinator
Name & title: _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & title: _____

OR

- Fire (Fire Chief or designee)
Name & title: _____

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	<input type="checkbox"/> Other Events

Name of reporting school: OLLH

Date of drill: 9-13-17 Time drill was held: 9:45 (am/pm)

Exact time required to evacuate/shelter/secure: 1:39

Total Participants: 139

Remarks: _____

This report is for emergency drill # 2 for school year 2017 2018

Name of person conducting drill: D. Mansolf

Title of person conducting drill: Principal

Signature of person conducting drill: D. Mansolf

Drill was **coordinated** with: _____

- Emergency Management Coordinator
Name & title: _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & title: _____

OR

- Fire (Fire Chief or designee)
Name & title: _____

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	<input type="checkbox"/> Other Events

Name of reporting school: OLCH

Date of drill: 9-15-17 Time drill was held: 10:30 (am/pm)

Exact time required to evacuate/shelter/secure: 1:55

Total Participants: 127

Remarks: _____

This report is for emergency drill # 3 for school year 2017-18

Name of person conducting drill: D Mausolf

Title of person conducting drill: Principal

Signature of person conducting drill: D. Mausolf

Drill was coordinated with: _____

Emergency Management Coordinator
Name & title: _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & title: _____

OR

Fire (Fire Chief or designee)
Name & title: _____

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<input type="checkbox"/> Lock Down/Shelter in Place Drill (2 required)	<input type="checkbox"/> Recess
	<input type="checkbox"/> Other Events

Name of reporting school: OLLH

Date of drill: 9-21-17 Time drill was held: 10:35 (am/pm)

Exact time required to evacuate/shelter/secure: 1:22

Total Participants: 136

Remarks: _____

This report is for emergency drill # 3 for school year 2017-2018

Name of person conducting drill: D Mausolf

Title of person conducting drill: Principal

Signature of person conducting drill: D. Mausolf

- Drill was coordinated with: _____
- Emergency Management Coordinator
Name & title: _____

AND

 - Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & title: _____

OR

 - Fire (Fire Chief or designee)
Name & title: _____

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	<input type="checkbox"/> Other Events

Name of reporting school: OLLH

Date of drill: 9-26-17 Time drill was held: 9:45 (am/pm)

Exact time required to evacuate/shelter/secure: 4:37

Total Participants: 141

Remarks: Rooms were secured, time was for the check.

This report is for emergency drill # 4 for school year 2017-2018

Name of person conducting drill: D. Mausolf

Title of person conducting drill: Principal

Signature of person conducting drill: D. Mausolf

Drill was **coordinated** with: _____

Emergency Management Coordinator
Name & title: _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & title: _____

OR

Fire (Fire Chief or designee)
Name & title: _____

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<input type="checkbox"/> Lock Down/Shelter in Place Drill (2 required)	<input type="checkbox"/> Recess
	<input checked="" type="checkbox"/> Other Events

Name of reporting school: OLLH

Date of drill: 9-29 Time drill was held: 1:15 (am/pm) (pm)

Exact time required to evacuate/shelter/secure: 1:09

Total Participants: 123

Remarks: _____

This report is for emergency drill # 5 for school year 2017-18

Name of person conducting drill: D. Mausolf

Title of person conducting drill: Principal

Signature of person conducting drill: D. Mausolf

Drill was **coordinated** with: _____

Emergency Management Coordinator
Name & title: _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & title: _____

OR

Fire (Fire Chief or designee)
Name & title: _____

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	<input type="checkbox"/> Other Events

Name of reporting school: DLH

Date of drill: 11-2-17 Time drill was held: 8:30 (am/pm)

Exact time required to evacuate/shelter/secure: 4:15 (check)

Total Participants: 145

Remarks: Rooms were secured more quickly than when building check was completed.

This report is for emergency drill # 6 for school year 2017-18

Name of person conducting drill: D. Mausolf

Title of person conducting drill: Principal

Signature of person conducting drill: D. Mausolf

Drill was coordinated with: _____

- Emergency Management Coordinator
Name & title: _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & title: _____

OR

- Fire (Fire Chief or designee)
Name & title: _____

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	<input type="checkbox"/> Other Events

Name of reporting school: OLLH

Date of drill: 1-23-18 Time drill was held: 11:00 (am/pm)

Exact time required to evacuate/shelter/secure: 4:05

Total Participants: 132

Remarks: Time was for the check to be completed. Rooms were secure in less time

This report is for emergency drill # 7 for school year 2017-18

Name of person conducting drill: D. Mansell

Title of person conducting drill: Principal

Signature of person conducting drill: D. Mansell

Drill was coordinated with: _____

Emergency Management Coordinator
Name & title: _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & title: _____

OR

Fire (Fire Chief or designee)
Name & title: _____