

# School Emergency Drills Documentation Form

### Type of Drill

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

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Our Lady of Lake Huron School

Date of Drill: 10-12-2018 Time drill was held: 10:36 (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: 125

Remarks: Shades/blinds needed for 6<sup>th</sup> gr. classroom  
and multi-purpose room

This report is for emergency drill # 1 for school year 2018-2019

Name of person conducting drill: Shelter in place Cathyrne Goulet

Title of person conducting drill: Principal

Signature of person conducting drill: Cathyrne Goulet

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 \_\_\_\_\_