

# School Emergency Drills

## Documentation Form

### Type of Drill

- ☒ Fire Drill (5 required)  
☐ Tornado Drill (2 required)  
☐ Lock Down/Shelter in Place Drill  
(3 required)

### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Velma Matson

Date of Drill: 9/16/15 Time drill was held: 8:55 (pm/am)

Exact time required to evacuate/shelter/secure: 2 minutes

Total Participants: 390

Remarks: \_\_\_\_\_

This report is for emergency drill # 1 for school year 2015-16

Name of person conducting drill: Steve Bruck

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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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### Time of Drill

- ☐ Standard  
☐ Class Change  
☐ Recess  
☒ Other Events - During Specials

Name of Reporting School: VERMA MATSON

Date of Drill: 9/29/15 Time drill was held: 10:56 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min 10 Sec

Total Participants: ~~383~~ 383

Remarks: \_\_\_\_\_

This report is for emergency drill # 2 for school year 2015-16

Name of person conducting drill: Steve Bush

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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)  
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### Time of Drill

- ☒ Standard
- ☒ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: VELMA MASON

Date of Drill: 10/15/16 Time drill was held: 9:12 (pm/am)

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

Total Participants: 381

Remarks: \_\_\_\_\_

This report is for emergency drill # 3 for school year 2015-16

Name of person conducting drill: Steve Busch

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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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(3 required)

### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: VELMA MATSON

Date of Drill: 10/29 Time drill was held: 2:40 (pm/am)

Exact time required to evacuate/shelter/secure: 1 MINUTE - 15 SECONDS

Total Participants: 390

Remarks: \_\_\_\_\_

This report is for emergency drill # 4 for school year 2015-16

Name of person conducting drill: Steve Bvsl

Title of person conducting drill: Principal

Signature of person conducting drill: \_\_\_\_\_

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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(3 required)

### Time of Drill

- ☐ Standard  
☐ Class Change  
☐ Recess  
☒ Other Events *Specials (4<sup>th</sup> grade)*

Name of Reporting School: Velma Matson

Date of Drill: \_\_\_\_\_ Time drill was held: 9:40 (pm)(am)

Exact time required to evacuate/shelter/secure: 1 min. 15 Sec.

Total Participants: 385

Remarks: \_\_\_\_\_

This report is for emergency drill # 5 for school year 2015-16

Name of person conducting drill: Steve Bush

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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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### Time of Drill

- ☐ Standard  
☒ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: VELMA MAISON

Date of Drill: 12/3/15 Time drill was held: 1:24 (pm/am)

Exact time required to evacuate/shelter/secure: 20 seconds

Total Participants: 380

Remarks: \_\_\_\_\_

This report is for emergency drill # 6 for school year 2015-16

Name of person conducting drill: Steve Bush

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: [Signature]

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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### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: Helma Mason

Date of Drill: 2/11/16 Time drill was held: 9:00 (pm/am)

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

Total Participants: 393

Remarks: \_\_\_\_\_

This report is for emergency drill # 2 for school year 2015-16

Name of person conducting drill: Steve Bush

Title of person conducting drill: Principal

Signature of person conducting drill: \_\_\_\_\_

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator  
Name & Title \_\_\_\_\_

AND

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

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- ☐ Fire (fire chief or designee)  
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### Time of Drill

- ☐ Standard  
☐ Class Change  
☐ Recess  
☒ Other Events

Name of Reporting School: VERMA MANSION

Date of Drill: 3/3/16 Time drill was held: 11:41 (pm/am) (pm)

Exact time required to evacuate/shelter/secure: 1.5 minutes

Total Participants: 375

Remarks: \_\_\_\_\_

This report is for emergency drill # 8 for school year 2015-16

Name of person conducting drill: Steve Bush

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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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### Time of Drill

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Other Events

Name of Reporting School: VELMA MATSON

Date of Drill: 3/28/16 Time drill was held: 8:56 (pm/am)

Exact time required to evacuate/shelter/secure: 1.5 MINUTES

Total Participants: 378

Remarks: \_\_\_\_\_

This report is for emergency drill # 9 for school year 2015-16

Name of person conducting drill: Steve Bush

Title of person conducting drill: Principal

Signature of person conducting drill: \_\_\_\_\_

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)  
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### Time of Drill

- ☐ Standard  
☐ Class Change  
☒ Recess  
☐ Other Events

Name of Reporting School: VERMA MASON

Date of Drill: 4-14-16 Time drill was held: 2:13 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min - 35 sec

Total Participants: ~~380~~ 380

Remarks: \_\_\_\_\_

This report is for emergency drill # 10 for school year 2015-16

Name of person conducting drill: Steve Bush

Title of person conducting drill: Principal

Signature of person conducting drill: \_\_\_\_\_

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 \_\_\_\_\_