

# 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: OLC

Date of Drill: 5/21 Time drill was held: 1:15 (pm/am)

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

Total Participants: 240

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

This report is for emergency drill # 7 for school year 13/14.

Name of person conducting drill: Kevin Varner

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 DEREK HAAN PAROLMAN

**OR**

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

LOWFORD DEPT. OF PUBLIC SAFETY