

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: Hesperia High, Middle, Elementary Schools

Date of Drill: 12/4/15 Time drill was held: 9:10 (pm/am)

Exact time required to evacuate/shelter/secure: 9:15 am

Total Participants: 1000

Remarks: _____

This report is for emergency drill # 3 for school year 2015-2016

Name of person conducting drill: Joe Conkle

Title of person conducting drill: School Safety Liason

Signature of person conducting drill: Joe Conkle

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title Abby Watkins Newaygo County Emergency Manager

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Chief of Police Dale Gibbs

OR

- Fire (fire chief or designee)
Name & Title _____