

# 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 School

Date of Drill: 9/21/15 Time drill was held: 10:10 (pm/am)

Exact time required to evacuate/shelter/secure: All clear given at 10:16 am

Total Participants: 1000

Remarks: N/A

This report is for emergency drill # 1 for school year 2015-2016

Name of person conducting drill: Joseph Cankle

Title of person conducting drill: School Safety Liaison

Signature of person conducting drill: Joe Cankle

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Abby Watkins Newaygo City Emergency Services

**AND**

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

**OR**

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