

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required)
3 in Fall, 2 in Spring
- Tornado Drill (2 required)
1 in March
- Lock Down/Shelter in Place Drill
(3 required)
1 by Dec 1, 1 after Jan. 1

Time of Drill

- Standard
- Class Change (1 drill during this time)
- Recess
- Other Events

Name of Reporting School: Grand Rapids Child Discovery Center

Date of Drill: 5-15-19 Time drill was held: 2:35 (pm/am)

Exact time required to evacuate/shelter/secure: 2:05

Total Participants: _____

Remarks: noise in one classroom, staff visible in another, door not latched in one classroom

This report is for emergency drill # 10 for school year 18-19.

Name of person conducting drill: Rachel Harth

Title of person conducting drill: Administrative Asst.

Signature of person conducting drill: Rachel Harth