

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: 8-27-19 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: 2:45

Total Participants: 300

Remarks: Good first drill

This report is for emergency drill # 1 for school year 19-20

Name of person conducting drill: Rachel Harth

Title of person conducting drill: Director of Operations

Signature of person conducting drill: Rachel Harth

- Be prepared to have a drill from wherever you are
in or out of the building