

# 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: San Juan Diego Academy

Date of Drill: 9/1/16 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 4min 15sec

Total Participants: 215

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

This report is for emergency drill # 1 for school year 16/17.

Name of person conducting drill: Manuel Brenes

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 \_\_\_\_\_

**OR**

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