

# 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: Innocademy / iCademy

Date of Drill: 9-16-16 Time drill was held: 10:20 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min. 19 sec.

Total Participants: 310

Remarks: no corrections needed

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

Name of person conducting drill: Heidi Waters

Title of person conducting drill: Secretary / emergency team

Signature of person conducting drill: Heidi Waters

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Andy Meredith - iCademy teacher / emergency team

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

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