

**School Emergency Drills
Documentation Form**

Type of Drill

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

Time of Drill*

- Standard
- Class Change
- Recess
- Other Events

*One drill must occur during a transition time

Name of Reporting School: Haynor School

Date of Drill: 9-18-14 Time drill was held: 8:33 (pm/am)

Exact time required to evacuate/shelter/secure: 0:47 seconds

Total Participants: 37

Remarks: Deputy Chelsea Schneider (school liason) visited and watched our lockdown procedure. Students (33) were very quiet, respectful

This report is for emergency drill # 1 for school year 2014-2015

Name of person conducting drill: Erin Schneider

Title of person conducting drill: Teacher

Signature of person conducting drill: Erin Schneider

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title: Doug Devries, Deputy Emergency Management Director

Submit schedule* of drills by September 15
emd@ioniacounty.org

*Notify the Emergency Management Director if there are any changes to the schedule. If a drill is cancelled, it must be rescheduled within 10 days

A copy of this form must be posted onto the school's website within 30 days of the drill and remain on the site for 3 years.