

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: 9-5-14 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 52 seconds

Total Participants: 39

Remarks: Reviewed procedures, situated kindergarten to rules and lined up by class. Schneider on left of shelter, Kapp on right

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 Schneid

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.