## School Emergency Drills Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Time of Drill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Drill (6 required)</td>
<td>Standard</td>
</tr>
<tr>
<td>Tornado Drill (2 required)</td>
<td>Class Change</td>
</tr>
<tr>
<td>Lock Down/Shelter in Place Drill</td>
<td>Recess</td>
</tr>
<tr>
<td>(2 required)</td>
<td>Other Events</td>
</tr>
</tbody>
</table>

**Name of reporting school:** Cross Lutheran

**Date of drill:** 9-4-14  
**Time drill was held:** 8:45 AM

**Exact time required to evacuate/shelter/secure:** 1:43

**Total Participants:** 42

**Remarks:** Grades 3-5 were in Music class and followed correct procedure

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

**Name of person conducting drill:** David Faupel

**Title of person conducting drill:** Teacher/Safety Director

**Signature of person conducting drill:** [Signature]

**Drill was coordinated with:**

- [✓] Emergency Management Coordinator  
  Name & title: Randy Miller, Emergency Management Director

**AND**

- [ ] Law Enforcement (county sheriff or chief of police or designee or MSP)  
  Name & title:

**OR**

- [ ] Fire (Fire Chief or designee)  
  Name & title: