

School Emergency Preparedness Drill  
Documentation Form

2018-2019 School Year

**Name of Reporting School (Check One):**

Forest Park School District

**Type of Drill (Check One):**

Fire Drill (5 required)                       Tornado Drill (2 required)  
 Lock Down / Shelter in Place (3 required)                       Medical Emergency Response (1 required)

**Time of Drill (Check One):**

Standard     Class Change     Recess     Other Events

**Drill was Coordinated with (Check all that apply):**

Emergency Management Coordinator – Name and Title: Vernon Jones

Law Enforcement Official – Name and Title: Tim Bean

Fire Department / Emergency Responder Official – Name and Title: Steven Fabbri

Date of the Drill: 9-12-18 Time of the Drill: 10:30 am

Time to Evacuate / Shelter / Secure Building: 1:56

Total Participants: 456    Emergency Drill Number: Drill #1; Fire    Drill # 1

Name and Title of Person(s) Conducting Drill: Lisa Olson, MS/HS Principal Remarks:

[Empty box for remarks]

Signature of School Principal or Designee: Ms. L. Olson