

SCHOOL EMERGENCY DRILLS

Documentation Form

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School Columbia Elem

Date of Drill 11/2/18

Time drill was held 1:16 a.m./(p.m.)

Exact time required to evacuate/shelter/secure _____

Total Participants 400

Remarks _____

This report is for emergency drill # 6 for school year 2018-2019

Name of person conducting drill Ashley Phelps

Title of person conducting drill Counselor

Signature of person conducting drill Ashley Phelps

Drill was coordinated with:

Emergency Management Coordinator
Name and Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Officer Ritchey

OR

Fire (fire chief or designee)
Name & Title _____



SAFETY DRILLS – COLUMBIA SCHOOL DISTRICT

School Year 2018-2019

Name of School Building: Columbia Elem. School

Date	Start Time	End Time	Elapsed Time	Type of Drill	Signature/Comments
8/30/18	8:43 am	8:45 am	1:40	Fire	[Signature]
9/17/18	1:05 pm	1:09 pm	4:00	Tornado	[Signature]
9/20/18	9:58 am	10:00 am	2:00	Fire	[Signature]
9/26/18	9:31 am	9:50 a.m.	19 min	Lock Down- Evac.	[Signature]
10/18/18	1:31 pm	1:33 pm	2:00	Fire	[Signature]
11/2/18	1:16 pm.	1:21	5:00	Lock Down	[Signature]

Please note: The State of Michigan requires 5 fire drills, 2 tornado drills and 3 lockdown drills each school year. Please maintain a copy of the completed form at the school site and submit a completed form by June 1st to the Superintendent's Office.

Mission Statement

The Columbia School District, in partnership with the community, will provide a safe and positive learning environment, which will prepare ALL students to contribute and compete in a global society.

Received in Administration: _____