

# School Emergency Drill Documentation

Submit for webpage publication within 5 days after the drill.

**This drill is for school year 2016-17**

## Type of Drill

- Fire (5 required - 3 by Dec 1)
- Lockdown (3 required - 1 by Dec 1, 1 after Jan 1)
- Tornado (2 required - 1 in March)

## Timing of Drill (1 must not be during class time)

- Standard
- Class Change
- Recess/Lunch
- Other


**Building:** Parchment Middle School  
**Time of Drill:** 10:30 AM

**Date:** 1/13/2017  
**Time to Complete:** 8 minutes

**Remarks:**

**Name of Person Conducting the Drill:** Jason Misner  
**Title of Person Conducting the Drill:** Principal

**Signature of Person Conducting the Drill:** \_\_\_\_\_



**Drill Was Coordinated With:**

**Emergency Management Coordinator**

Name & Title:

**Law Enforcement**

Name & Title: Sgt. White

**Fire**

Name & Title: