

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required, 3 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 must occur during a transition time

Name of Reporting School: Oakwood Elementary Date of Drill: 9-15-17 Time drill was held: 2:05pm

Exact time required to evacuate/shelter/secure: 5 mins 5 seconds

Total Participants: 475

Remarks: Students and staff evacuated quickly. Staff were locating a student who was with a speech pathologist and had exited the building based on the evacuation route from their office.

This report is for emergency drill # 1 for school year .

Name of person conducting drill: Elizabeth Findlay

Title of person conducting drill: Principal

Signature of person conducting drill: _____

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.

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Time of Drill

- Standard
 Class Change
 Recess
 Other Events

*One must occur during a transition time

Name of Reporting School: Oakwood Elementary Date of Drill: 9-27-17 Time drill was held: 9:45am

Exact time required to evacuate/shelter/secure: 5 minutes 39 seconds

Total Participants: 475

Remarks: Students and staff did a great job seuring themselves and making sure the building was quiet.

This report is for emergency drill # 1 for school year .

Name of person conducting drill: Elizbeth Findlay

Title of person conducting drill: Principal

Signature of person conducting drill: _____

Drill Was Coordinated With:

- Emergency Management Coordinator

Name & Title: Doug Devries, Deputy Emergency Management Director

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Time of Drill

- Standard
 Class Change
 Recess
 Other Events

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Name of Reporting School: Oakwood Elementary Date of Drill: 11-9-17 Time drill was held: 3:20pm

Exact time required to evacuate/shelter/secure: 1 min 19 seconds

Total Participants: 475

Remarks: Students and staff did a great job following procedures and securing the building quickly.

This report is for emergency drill # 2 for school year 17-18.

Name of person conducting drill: Elizabeth Findlay

Title of person conducting drill: Principal

Signature of person conducting drill: _____

Drill Was Coordinated With:

- Emergency Management Coordinator

Name & Title: Doug Devries, Deputy Emergency Management Director

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