

Emergency Drills - Sunset Lake Elementary

Reporting School:			Sunset Lake				
Reporting Period:			September 2016-June 2017	School Year:	2016-2017		
FIRE DRILLS (5 REQUIRED)							
DATE / TIME OF DAY			DRILL TIME (SEE BELOW)	# OF STUDENTS	EVAC. TIME	PERSON CONDUCTING DRILL	SIGNATURE
MONTH	DAY	TIME					
September	9	2:00 PM	1	499	1:48	Amie McCaw	<i>Amie McCaw</i>
October	19	9:10 AM	1	508	1:44	Amie McCaw	<i>Amie McCaw</i>
January	12	2:30 PM	1	508	1:43	Amie McCaw	<i>Amie McCaw</i>
February	20	1:30 PM	1	504	1:43	Amie McCaw	<i>Amie McCaw</i>
March	16	1:00 PM	3	505	3:26	Amie McCaw	<i>Amie McCaw</i>
TORNADO DRILLS (2 REQUIRED)							
DATE / TIME OF DAY			DRILL TIME (SEE BELOW)	# OF STUDENTS	SHELTER TIME	PERSON CONDUCTING DRILL	SIGNATURE
MONTH	DAY	TIME					
September	16	2:00 PM	1	501	1:51	Amie McCaw	<i>Amie McCaw</i>
March	8	11:20 AM	1	504	3:08	Amie McCaw	<i>Amie McCaw</i>
LOCKDOWN DRILLS (3 REQUIRED)							
DATE / TIME OF DAY			DRILL TIME (SEE BELOW)	# OF STUDENTS	SHELTER TIME	PERSON CONDUCTING DRILL	SIGNATURE
MONTH	DAY	TIME					
October	28	2:00 PM	1	437	4:00	Amie McCaw	<i>Amie McCaw</i>
November	22	9:15 AM	1	510	2:31	Amie McCaw	<i>Amie McCaw</i>
February	27	10:00 AM	1	505	4:40	Amie McCaw	<i>Amie McCaw</i>
DRILL TIME:		1- Standard	2-Recess		3-Lunch	4-Between Classes	
DRILL CONDUCTED IN COORDINATED WITH			EMERGENCY MANAGER		FIRE	POLICE	
			Pat Wright		Tracy McMillen	Jim Mallery	

NOTE: Drills must be conducted in coordination with local Office of Emergency Management as well as local Police or Fire. Representatives of those agencies need not be present at time of drill. A Copy of this document must be forwarded either electronically or hardcopy to the local Office of Emergency Management.