

EMERGENCY DRILL DOCUMENTATION LOG

Reporting School:	Kellogg Elementary Gull Lake Community Schools		
Reporting Period:		School Year:	2016-17

FIRE DRILLS (5 REQUIRED) 3 before Dec. 1st						
DATE / TIME OF DAY			DRILL TIME (SEE BELOW)	# OF STUDENTS	EVAC. TIME	PERSON CONDUCTING DRILL
MONTH	DAY	TIME				
September	15	9:40	1	277	1:58	Mary Jane Vavra
September	26	1:00	3	278	2:01	Mary Jane Vavra
October	11	11:00	4	266	1:54	Mary Jane Vavra
April	24	3:00	4	278	1:49	Whitney Brockway
May	9	2:02	2	228	1:47	Whitney Brockway

TORNADO DRILLS (2 REQUIRED)						
DATE / TIME OF DAY			DRILL TIME (SEE BELOW)	# OF STUDENTS	SHELTER TIME	PERSON CONDUCTING DRILL
MONTH	DAY	TIME				
November	10	10:30	1	275	1:55	Mary Jane Vavra
March	24	2:35	4	271	1:47	Mary Jane Vavra

LOCKDOWN DRILLS (3 REQUIRED) 1 before Dec. 1st & 1 after Jan. 1st						
DATE / TIME OF DAY			DRILL TIME (SEE BELOW)	# OF STUDENTS	SHELTER TIME	PERSON CONDUCTING DRILL
MONTH	DAY	TIME				
October	5	10:30	1	277	1:03	Mary Jane Vavra
January	24	11:05	3	277	7:00	Mary Jane Vavra
February	6	2:45	1	251	1:05	Mary Jane Vavra

DRILL TIME:	1- Standard	2-Recess	3-Lunch	4-Between Classes
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DRILL CONDUCTED IN COORDINATED WITH	EMERGENCY MANAGER	FIRE	POLICE
			Chief

NOTE: Drills must be conducted in coordination with local Office of Emergency Management as well as local Police or Fire. Representative of those agencies need not be present at time of drill. Copy of this document must be forwarded either electronically or hardcopy to the local Office of Emergency Management. This log is intended to be completed at beginning of school year and forwarded to OEM to inform them of schools drill schedule. See below for contact information.

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