

# School Emergency Drills Documentation Form

## Type of Drill

- Fire Drill (5 required)  
3 in Fall, 2 in Spring
- Tornado Drill (2 required)  
1 in March
- Lock Down/Shelter in Place Drill  
(3 required)  
1 by Dec 1, 1 after Jan. 1

## Time of Drill

- Standard
- Class Change (1 drill during this time)
- Recess
- Other Events

Name of Reporting School: Grand Rapids Child Discovery Center

Date of Drill: 10/25/23 Time drill was held: 8:45 (pm/am)

Exact time required to evacuate/shelter/secure: 1:21

Total Participants: 340

Remarks: Need to tighten up bathroom checks,  
overall, good drill

This report is for emergency drill # 3 for school year 23-24.

Name of person conducting drill: Rachel Harth

Title of person conducting drill: Director of Operations

Signature of person conducting drill: Rachel Harth