

# School Emergency Drills Documentation Form

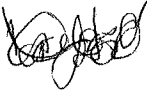
Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place (3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Orchard Hills Building  
Date of Drill: 3-22-18 Time Drill was held: 12:33 (AM) (PM) PM  
Exact time required to evacuate / shelter / secure: 2 m. hs.  
Total participants: 14  
Remarks:

This report is for emergency drill # 5 for school year 2017-2018  
Name of person conducting drill: Nancy Surado  
Title of person conducting drill: MMEP Staff  
Signature of person conducting drill:   
Drill Was Coordinated With:

- Emergency Management Coordinator  
Name and Title:
- Law Enforcement (chief of police, county sheriff, MSP or designee)  
Name and Title:
- Fire (fire chief or Designee)  
Name and Title: