

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: 9-13-17 Time Drill was held: 1:35 (AM / PM)

Exact time required to evacuate / shelter / secure: 3 minutes

Total participants: 16

Remarks: _____

This report is for emergency drill # 1 for school year 2017-2018

Name of person conducting drill: Nancy Jurado & Kathy Grotwalt

Title of person conducting drill: MMEP Staff

Signature of person conducting drill: ~~Nancy Jurado~~ Kathy Grotwalt

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: _____