

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 Hill Building

Date of Drill: 10-12-17 Time Drill was held: 10:30/A (~~AM~~ PM)

Exact time required to evacuate / shelter / secure: 10:31A


Total participants: 8

Remarks: Remote locking switch inoperative
maintenance advised.

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

Name of person conducting drill: Nancy Jurado & Kathy Gotwalt

Title of person conducting drill: MMEP Staff

Signature of person conducting drill:  Kathy Gotwalt

Drill Was Coordinated With:

Emergency Management Coordinator
Name and Title: _____

Law Enforcement (chief of police, county sheriff, MSP or designee)
Name and Title: Dale E. Nelson Chief of Police

Fire (fire chief or Designee)
Name and Title: _____