

# School Emergency Drills Documentation Form

## Type of Drill

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

## Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: *Orchard Hills*

Date of Drill: *11-1-18* Time Drill was held: *11:30* (AM / PM)

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

Total participants: *10*

Remarks: \_\_\_\_\_  
\_\_\_\_\_

This report is for emergency drill # *1* for school year *2018-2019*

Name of person conducting drill: *Nancy Jurado*

Title of person conducting drill: *mmmer employee*

Signature of person conducting drill: *[Signature]*

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: \_\_\_\_\_