

# School Emergency Drills Documentation Form

## Type of Drill

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

## Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: *Orchard Hills Building*

Date of Drill: *2-14-18* Time Drill was held: *12:30* (AM / PM)

Exact time required to evacuate / shelter / secure: *2 minutes*

Total participants: *30*

Remarks:

This report is for emergency drill # *2* for school year *2017-2018*

Name of person conducting drill: *Nancy Jurado*

Title of person conducting drill: *mmmp staff*

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: