

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: *5-31-19* Time Drill was held: *1:30* (AM/PM) *(PM)*

Exact time required to evacuate / shelter / secure: *1 minute*

Total participants: *19*

Remarks:

This report is for emergency drill # *3* for school year *2018-2019*

Name of person conducting drill: *Nancy Jurado*

Title of person conducting drill: *mmMEP employee*

Signature of person conducting drill: *Nancy Jurado*

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: