

# 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

Date of Drill: 10/18/18 Time Drill was held: 1:00 (AM /  PM)

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

Total participants: 18

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

This report is for emergency drill # 2 for school year 2018-2019

Name of person conducting drill: Nancy Surado

Title of person conducting drill: mmpEP staff

Signature of person conducting drill: 

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: \_\_\_\_\_