

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: 11-13-18 Time Drill was held: 1:30 (AM / PM)

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

Total participants: 20

Remarks: _____

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

Name of person conducting drill: Nancy Durado

Title of person conducting drill: Primary 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: _____