

# 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 Buiding  
Date of Drill: 12-8-17 Time Drill was held: 9:50 (AM / PM)  
Exact time required to evacuate / shelter / secure: 2 minutes  
Total participants: 14  
Remarks:

This report is for emergency drill # 1 for school year 2017-2018

Name of person conducting drill: Nancy Surado

Title of person conducting drill: MMEP 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: