

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: 5-30-19 Time Drill was held: 10:00 (AM) (PM)

Exact time required to evacuate / shelter / secure: 3 minutes

Total participants: 5

Remarks:

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

Name of person conducting drill: Nancy Jurado

Title of person conducting drill: MMMEP 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: _____