

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 Building

Date of Drill: 4-30-24 Time Drill was held : 9:00 (AM) / (PM)

Exact time required to evacuate / shelter / secure: 1 min 54 sec.

Total participants: 84

Remarks: _____

This report is for emergency drill # 2 for school year 2023-2024.

Name of person conducting drill: Brooke Linebaugh

Title of person conducting drill: Childcare Director

Signature of person conducting drill: Brooke Linebaugh

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: _____