

# School Emergency Drills Documentation Form

## Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place  
(3 required) *outside*

## Time of Drill

- Standard
- Class Change
- Recess
- Other Events  
*preparing to go home.*

Name of Reporting School: Orchard Hills

Date of Drill: 1-27-22 Time Drill was held : 3:58 ( AM / PM )

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

Total participants: 20

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

This report is for emergency drill # 2 for school year 2021-2022.

Name of person conducting drill: Nancy Jurado

Title of person conducting drill: HR/IEP employee

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: \_\_\_\_\_