

# 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: 10/17/23 Time Drill was held: 3:00 (AM / PM)

Exact time required to evacuate / shelter / secure: \_\_\_\_\_

Total participants: 78

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: \_\_\_\_\_