

# School Emergency Drills Documentation Form

## Type of Drill

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

## Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Orchard Hills Building

Date of Drill: 10/26/2023 Time Drill was held : 10:00 (AM / PM)

Exact time required to evacuate / shelter / secure: 2 min 5 sec

Total participants: 103

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

This report is for emergency drill # 3 for school year 2023-2024.

Name of person conducting drill: Brooke Linebaugh

Title of person conducting drill: ~~Brooke~~ 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: \_\_\_\_\_