

# 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

Date of Drill: 10-8-21 Time Drill was held: 9:30 (AM / PM)

Exact time required to evacuate / shelter / secure: 4 minutes

Total participants: 14 adults 51 students

Remarks: Great job by all-

This report is for emergency drill # 1 for school year 2021-2022

Name of person conducting drill: Tami Tefft

Title of person conducting drill: BAS Employee

Signature of person conducting drill: Tami Tefft

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: \_\_\_\_\_