

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 Building

Date of Drill: 11/11/20 Time Drill was held: 3pm (AM / PM)

Exact time required to evacuate / shelter / secure: 1 minute

Total participants: 5

Remarks: _____

This report is for emergency drill # 3 for school year 2020-2021

Name of person conducting drill: Nancy

Title of person conducting drill: MMHEP Staff

Signature of person conducting drill: [Signature]

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: _____