

# 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

Date of Drill: 11-19-21 Time Drill was held : 3:30 ( AM / PM)

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

Total participants: 44

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

This report is for emergency drill # 3 for school year 2021-2022

Name of person conducting drill: Nancy Laredo

Title of person conducting drill: REMOVER 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: \_\_\_\_\_

Program	Number of participants
MMMEP office	1
Kids World	14
Adult ED	0
GSRP Classroom 1 Teacher: Lyndsey Alexander	17
GSRP Classroom 2 Teacher: Sandra Christensen	12
Head Start/GSRP Classroom 2 Teacher: Tina Moorhead	0
Head Start/GSRP Classroom 1 Teacher: Heather Reed	0