

School Emergency Drills Documentation Form

Type of Drill

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

Time of Drill

- Standard
- Class Change
- Recess
- Other Events *lunch*

Name of Reporting School: Orchard

Date of Drill: 2-18-21 Time Drill was held: 12:00 (AM/PM) (PM)

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

Total participants: 77

Remarks: _____

This report is for emergency drill # 2 for school year 2020-2021

Name of person conducting drill: Nancy Jaco

Title of person conducting drill: ~~_____~~ EMMCP 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: _____