

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: 2-23-22 Time Drill was held : 9:00 (AM/PM)

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

Total participants: 89

Remarks: _____

This report is for emergency drill # 4 for school year 2021-2022.

Name of person conducting drill: Wancy & Kim

Title of person conducting drill: MMEP employees

Signature of person conducting drill: [Signature] + Kim King

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 | 2 |
| Kids World | 20+1 |
| Adult ED | 7 |
| GSRP Classroom 1 Teacher: Lyndsey Alexander | 18 |
| GSRP Classroom 2 Teacher: Sandra Christensen | 14 |
| Head Start/GSRP Classroom 2 Teacher: Tina Moorhead | 15 |
| Head Start/GSRP Classroom 1 Teacher: Denise Simmons | 10 |