

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 Hills Building

Date of Drill: 2-22-24 Time Drill was held : 3:02 (AM / PM)

Exact time required to evacuate / shelter / secure: 3mins

Total participants: 90

Remarks: _____

This report is for emergency drill # 4 for school year 2023-2024.

Name of person conducting drill: Nancy Jurado

Title of person conducting drill: MMHEP 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: _____