

# 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

- Depending on the program*
- Standard
  - Class Change
  - Recess
  - Other Events

Name of Reporting School: Orchard Hills

Date of Drill: 3-25-21 Time Drill was held: 10:00 (AM/PM)

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

Total participants: 86

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

This report is for emergency drill # 1 for school year 20-21.

Name of person conducting drill: Nancy

Title of person conducting drill: MMHEP employee

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: \_\_\_\_\_