

# 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: 4-26-21 Time Drill was held : 9:00 ( AM / PM)

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

Total participants: 78

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

This report is for emergency drill # 5 for school year 2020-2021.

Name of person conducting drill: Nancy Prado

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