

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

Date of Drill: 9-18-20 Time Drill was held : 10:00 (AM) / PM)

Exact time required to evacuate / shelter / secure: 1.5 minutes

Total participants: 52

Remarks: _____

This report is for emergency drill # 1 for school year 2020-2021

Name of person conducting drill: Nancy & maintenance team

Title of person conducting drill: MMEP & maintenance team

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: _____