

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Moran Township

Date of Drill: Oct. 16, 2014 Time drill was held: 9:03 (pm/am)

Exact time required to evacuate/shelter/secure: 61 seconds

Total Participants: 82 students 9 Adults

Remarks: _____

This report is for emergency drill # 4 for school year 2014-15.

Name of person conducting drill: Amy Lester / Julie Moore

Title of person conducting drill: Lead Teacher / Secretary

Signature of person conducting drill: Julie Moore

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title: _____

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title: _____

OR

- Fire (fire chief or designee)
Name & Title: _____