

# School Emergency Drills Documentation Form

**Type of Drill**

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

**Time of Drill**

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Moran Township

Date of Drill: 10-20-15 Time drill was held: 1:07 (pm/am)

Exact time required to evacuate/shelter/secure: 62 seconds

Total Participants: 89 students 9 adults

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

This report is for emergency drill # 1 for school year 2015-16

Name of person conducting drill: Amy Lester / Julie Moore

Title of person conducting drill: Superintendent / 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: \_\_\_\_\_