

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (5 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 School

Date of Drill: 10-2-17 Time drill was held: 9:25 (pm/am)

Exact time required to evacuate/shelter/secure: 67 Seconds

Total Participants: 83 Students 12 Adults

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

This report is for emergency drill # 3 for school year 2017-18

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: \_\_\_\_\_