

# 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: 9-11-19 Time drill was held: 8:52 (pm  am)

Exact time required to evacuate/shelter/secure: 73 seconds

Total Participants: 82 students + 12 adults

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

This report is for emergency drill # 1 for school year 19/20.

Name of person conducting drill: Amy Lester / Kristina Matson

Title of person conducting drill: superintendent / secretary

Signature of person conducting drill: Kristina Matson

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: \_\_\_\_\_