

# 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

Date of Drill: 1-8-2020 Time drill was held: 8:42 (pm/am)

Exact time required to evacuate/shelter/secure: 49 seconds

Total Participants: 89 students + 10

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

This report is for emergency drill # 1 for school year 2019/2020

Name of person conducting drill: Amy Hester / 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: \_\_\_\_\_