

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: 9-13-23 Time drill was held: 8:12 (pm/am)

Exact time required to evacuate/shelter/secure: 75 seconds

Total Participants: 85 students + 13 staff

Remarks: _____

This report is for emergency drill # 1 for school year 2023-24

Name of person conducting drill: Kristina Matson

Title of person conducting drill: Administrative Asst.

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: _____