

# 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 School District

Date of Drill: 10/4/23 Time drill was held: 8:30 (pm/am)

Exact time required to evacuate/shelter/secure: 78 seconds

Total Participants: 84 + 11 Adults

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

This report is for emergency drill # 3 for school year 2023-2024

Name of person conducting drill: Kristina Matson

Title of person conducting drill: Administrative Assistant

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: \_\_\_\_\_