

# 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 District

Date of Drill: 3-4-24 Time drill was held: 8:32 (pm/am)

Exact time required to evacuate/shelter/secure: 46 seconds

Total Participants: 83 students + 11 adults

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

This report is for emergency drill # 2 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: \_\_\_\_\_