

# 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

Date of Drill: 10-14-20 Time drill was held: 8:31 (pm/am)

Exact time required to evacuate/shelter/secure: 55 seconds

Total Participants: 79 students + 12 Adults

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

This report is for emergency drill # 1 for school year 2020-2021.

Name of person conducting drill: Kristina Matson / Amy Lester

Title of person conducting drill: Admin Asst. / superintendent

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: \_\_\_\_\_