

# 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: 2-7-23 Time drill was held: 8:42 (pm/am) am

Exact time required to evacuate/shelter/secure: 47 seconds

Total Participants: 84 students + 12 adults

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

This report is for emergency drill # 2 for school year 2022-2023

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: \_\_\_\_\_