

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: 2-7-24 Time drill was held: 8:39 (pm/am)

Exact time required to evacuate/shelter/secure: 41 seconds

Total Participants: 80 students + 10 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: _____