School Emergency Drills
Documentation Form

Type of Drill
☐ Fire Drill
☐ Tornado Drill
☑ Lock Down/Shelter in Place Drill

Time of Drill
☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: Aspen Ridge School

Date of Drill: 11-14-17  Time drill was held: 1:45 (pm/am)

Exact time required to evacuate/shelter/secure: 1 minute

Total Participants: 950

Remarks: ________________________________

This report is for emergency drill #13 for school year 17-18.

Name of person conducting drill: Chris Marana / Jon Beckman

Title of person conducting drill: Principal

Signature of person conducting drill: __________________________

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 ______________________________________