# School Emergency Drills

## Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Time of Drill</th>
</tr>
</thead>
<tbody>
<tr>
<td>✧ Fire Drill</td>
<td>✧ Standard</td>
</tr>
<tr>
<td>☐ Tornado Drill</td>
<td>☐ Class Change</td>
</tr>
<tr>
<td>☐ Lock Down/Shelter in Place Drill</td>
<td>☐ Recess</td>
</tr>
<tr>
<td></td>
<td>☐ Other Events</td>
</tr>
</tbody>
</table>

- **Name of Reporting School**: Aspen Ridge
- **Date of Drill**: 9/05/15  
- **Time drill was held**: 9:00 (pm/am)  
- **Exact time required to evacuate/shelter/secure**: 3 minutes
- **Total Participants**: 750
- **Remarks**: No 5 th gr. (field trip)

This report is for emergency drill #15 for school year 15-16

- **Name of person conducting drill**: Chris Morana / Jon Beckman
- **Title of person conducting drill**: Principal
- **Signature of person conducting drill**: [Signature]

**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 ________________________________

[Signature]