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: 3/14/16
Time drill was held: 10:35 (pm/am)

Exact time required to evacuate/shelter/secure: 2 minutes

Total Participants: 850+

Remarks: 

This report is for emergency drill #1/2 for school year 15-16.

Name of person conducting drill: Chris Marana / Jon Boekman
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 