

# 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  
(School pictures)

Name of Reporting School: Aspen Ridge School

Date of Drill: 9/22/16 Time drill was held: 9:05 (pm/am)

Exact time required to evacuate/shelter/secure: 2-3 minutes

Total Participants: 900

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

This report is for emergency drill # 1/5 for school year 16-17.

Name of person conducting drill: Chris Morana / Jan Beckman

Title of person conducting drill: Principal

Signature of person conducting drill: *Chris Morana*

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Range

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_