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: 11/7/17 Time drill was held: 8:30 (pm)

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

Total Participants: 900

Remarks:

This report is for emergency drill # 2/3 for school year 16-17.

Name of person conducting drill: Chris Marana

Title of person conducting drill: Elementary 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 _______________________________________