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: 2/16/17 Time drill was held: 10:00 AM

Exact time required to evacuate/shelter/secure: less than 2 min.

Total Participants: 847

Remarks: ______________________________________________________________________

This report is for emergency drill #3/8 for school year 16/17.

Name of person conducting drill: 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 ________________________________________________________________