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: 11-13-18 Time drill was held: 1:45 (pm/am)

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

Total Participants: 950

Remarks: ____________________________

This report is for emergency drill #1/3 for school year 18-19.

Name of person conducting drill: Chris Marana & 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 ____________________________