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
☒ Screening

Name of Reporting School: Aspen Ridge School

Date of Drill: 4-10-19 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/secure: 1.5 minutes

Total Participants: 950

Remarks: ____________________________________________________________

This report is for emergency drill # 3/2 for school year 18-19.

Name of person conducting drill: Jon Beckman & Chris Morana

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 ____________________________________________________