

# 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 *K 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/shelter/secure: 1.5 minutes

Total Participants: 950

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

This report is for emergency drill # 2/2 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 \_\_\_\_\_