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: 5-22-19 Time drill was held: 1:28 (pm/am)

Exact time required to evacuate/shelter/secure: 2 minutes

Total Participants: 950

Remarks: Class change for middle school.

This report is for emergency drill #5/5 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: [signature]

Drill Was Coordinated With:

☑ Emergency Management Coordinator
Name & Title: [Name & Title]

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title: [Name & Title]

OR

☐ Fire (fire chief or designee)
Name & Title: [Name & Title]