

# 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 Beekman

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Range

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_