

# 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: 9/14/23 Time drill was held: 9:00 (pm/am)

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

Total Participants: 950

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

This report is for emergency drill # 1/5 for school year 23-24

Name of person conducting drill: Chris Marana + Griffin Lawson

Title of person conducting drill: Principal

Signature of person conducting drill: 

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 \_\_\_\_\_