

# 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: 9/12/24 Time drill was held: 9:00 (pm/am)

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

Total Participants: 900

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

This report is for emergency drill # 1/5 for school year 24-25.

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 \_\_\_\_\_

AND

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

OR

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