School Emergency Drills
Documentation Form

Type of Drill
- __ Fire Drill (5 required)
- ___ Tornado Drill (2 required, one in March)
- ___ Lock Down (3 required)
- ___ Lockdown (recess or cafeteria)
- ___ Lockdown (Air handlers off, reacting to hazardous material)

Time of Drill
- ___ Standard
- ___ Class Change
- ___ Recess
- ___ Other Events

Name of Reporting School: Manor High School

Date of Drill: 9/25/19 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 2.1 min

Total Participants: 470

Remarks: Excellent work

This report is for emergency drill #1 for school year 2019.

Name of person conducting drill: John Smith

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)
   Name & Title: ________________________________

   OR
   ☐ Fire (fire chief or designee)
   Name & Title ________________________________