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

X Standard

___ Class Change

___ Recess

___ Other Events

Name of Reporting School: Manus High School

Date of Drill: 4/24/13  Time drill was held: 1:20 (pm/am)

Exact time required to evacuate/shelter/secure: less than 1 min

Total Participants: 480

Remarks: ________________________________

This report is for emergency drill #2 for school year 13.

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 MSP)
  Name & Title ____________________________

  OR

  Fire (fire chief or designee)
  Name & Title ____________________________