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: Marsh HEIGHTS

Date of Drill: 5/12
Time drill was held: 8:30
(pm/am)

Exact time required to evacuate/shelter/secure: 1.0 min

Total Participants: 480

Remarks: no issues

This report is for emergency drill #3 for school year 2017.

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 Bob Biebohm

AND
☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title

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