School Emergency Drills
Documentation Form

Type of Drill

- [ ] Fire Drill (5 required)
- [x] Tornado Drill (2 required, one in March
- [ ] Lock Down (3 required)
- [x] 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: Manual High School

Date of Drill: 5/4/17 Time drill was held: 3:00 pm

Exact time required to evacuate/shelter/secure: 5:00 min

Total Participants: 2450

Remarks: No issues

This report is for emergency drill #1 for school year 2017.

Name of person conducting drill: John Smith

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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