

**School Emergency Drills**  
Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Hanover-Horton Middle School

Date of Drill: 9/24/2014 Time drill was held: 9:28 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 1 sec

Total Participants: 277

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

This report is for emergency drill # 2 for school year 2014-15.

Name of person conducting drill: Denise Bergstrom

Title of person conducting drill: Principal

Signature of person conducting drill: Denise Bergstrom

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Isaac Cottrell, HS Principal

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title Todd Whiting Deputy

OR

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