

# School Emergency Drills Documentation Form

Type of Drill

Time of Drill

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

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Hanover-Horton High School

Date of Drill: 9/7/16 Time drill was held: 8:30 (pm/am)

Exact time required to evacuate/shelter/secure: 2:40


Total Participants: 389

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

This report is for emergency drill # 1 for school year 2016-2017

Name of person conducting drill: Isaac Cottrell

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Denise Bergstrom, MS Prin.

AND

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

OR

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