

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: Portland High School

Date of Drill: 10/5/21 Time drill was held: 8:34 (pm/am)

Exact time required to evacuate/shelter/secure: 1:26

Total Participants: 600

Remarks: _____

This report is for emergency drill # 2/5 for school year 2021-2022

Name of person conducting drill: Tim Ormsbee

Title of person conducting drill: Dean of Students

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title  Dean of Students

AND

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

OR

Fire (fire chief or designee)
Name & Title _____