

# 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: 9/22/21 Time drill was held: 8:10 (pm/am)

Exact time required to evacuate/shelter/secure: ~4min

Total Participants: 600

Remarks: Look at L&S & Closing Fire doors manually

This report is for emergency drill # 112 for school year 2021-2022

Name of person conducting drill: Jamie DeWitt

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title [Signature] Principal

**AND**

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

**OR**

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