

# 2023-24 School Year Emergency Drills

## Documentation Form

### Type of Drill

### Time of Drill

Fire Drill (5 Required 3 by Dec. 1 and at least 1 after Jan.1)

Standard

10am

Tornado Drill (2 Required (1) by Dec. 1 and one after Jan.1, (1) must be at lunch time. 1 must be in March)

Class Change \_\_\_\_\_

Lock Down/Shelter in Place Drill (3 required, at least 1 by Dec. 1 and at least 1 after Jan. 1, (1) must be at lunch)

Recess \_\_\_\_\_

Lunch \_\_\_\_\_

Other \_\_\_\_\_

At least one of the above drills must be conducted during a lunch or recess period.

Name of reporting School: Meadowview School

Date of Drill: Sept. 21, 2023 Time drill was held: 10 (pm/am)

Exact time required to evacuate/Shelter/secure: 1 min 30 sec.

Total Participants: 51

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

This Report is for (Type of drill) Fire # 1 for school year 2023-24

Name of person conducting drill: Sarah Parker

Title of person conducting drill: Director of Meadowview Programs

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title [Signature]

**AND**

Law Enforcement (County sheriff or Police or designee or MSP)  
Name & Title \_\_\_\_\_

**OR**

Fire (fire Chief of Designee)  
Name & Title \_\_\_\_\_

*\*Documentation of completed school safety Drills must be posted to the website within 30 school days and maintained on the website for at least 3 years.*