

# 2022-23 School Year Emergency Drills

## Documentation Form

### Type of Drill

- Fire Drill (5 Required 3 by Dec. 1 and at least 1 after Jan.1)
- Tornado Drill (2 Required (1) by Dec. 1 and one after Jan.1, (1) must be at lunch time. 1 must be in March)
- 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)

### Time of Drill

- Standard 12:46pm
- Class Change \_\_\_\_\_
- 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: 12-7-22 Time drill was held: 12:46 (pm/am)

Exact time required to evacuate/Shelter/secure: 2 mins.

Total Participants: 53

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

This Report is for (Type of drill) lockdown # \_\_\_\_\_ for school year 2022-23

Name of person conducting drill: Elizabeth Longshore

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**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.*