

2023-24 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 _____

Class Change _____

Recess _____

Lunch 11:49am

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. 12, 2023 Time drill was held: 11:49am (pm/am)

Exact time required to evacuate/Shelter/secure: 6 min

Total Participants: 62

Remarks: _____

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

Name of person conducting drill: Dr. 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 John Vanhousen

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.*