

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: Ravenna Middle School

Date of Drill: 4-18-22 Time drill was held: 1:30 (pm/am)

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

Total Participants: 357

Remarks: 1 sub in building

This report is for emergency drill # 4 for school year 21/22

Name of person conducting drill: Frank Maretta

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title Brian Zilka - maintenance director

AND

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

OR

- Fire (fire chief or designee)
Name & Title _____