

# School Emergency Drills Documentation Form

- | <u>Type of Drill</u>   | <u>Time of Drill</u>                  |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Fire Drill (6 required)            | <input type="checkbox"/> Standard     |
| <input type="checkbox"/> Tornado Drill (2 required)                    | <input type="checkbox"/> Class Change |
| <input type="checkbox"/> Lock Down/Shelter in Place Drill (2 required) | <input type="checkbox"/> Recess       |
|  | <input type="checkbox"/> Other Events |

Name of Reporting School: Shelby Middle School  
Date of Drill: 9-19-14 Time drill was held: 12:38 (pm/arn)  
Exact time required to evacuate/shelter/secure: 90 seconds  
Total Participants: 300  
Remarks: \_\_\_\_\_

This report is for emergency drill # 1 for school year 14-15  
Name of person conducting drill: Furnas  
Title of person conducting drill: Principal  
Signature of person conducting drill: \_\_\_\_\_

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title email to EM on

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title phone msg to Shelby  
Police Dept.

OR

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

861-6269