

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: Shelby Middle School

Date of Drill: 9-24-14 Time drill was held: 2:45 (pm/am)

Exact time required to evacuate/shelter/secure: 60 seconds

Total Participants: 300

Remarks: _____

This report is for emergency drill # 2 for school year 14-15

Name of person conducting drill: Franco

Title of person conducting drill: Principal

Signature of person conducting drill: _____

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title email to EMU on 9.24.14

AND

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

OR

Fire (fire chief or designee)
Name & Title _____