

# 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: 11.3.14 Time drill was held: 1:05 p.m. (pm/am)

Exact time required to evacuate/shelter/secure: 90 seconds

Total Participants: 300

Remarks: Flasher did not work

This report is for emergency drill # 5 for school year 14-15

Name of person conducting drill: Furnas

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

**Drill Was Coordinated With:**

Emergency Management Coordinator  
Name & Title T. Osborn

**AND**

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

**OR**

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

left msg  
re: this  
drill & next  
11/20/14  
11:05