

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 High School

Date of Drill: 9-18-14 Time drill was held: 9:13 (pm/am)

Exact time required to evacuate/shelter/secure: 4 minutes

Total Participants: 475

Remarks: 2 rooms with lights on, but doors secured and all students/staff safely out of building.

This report is for emergency drill # 2 for school year 2014-15

Name of person conducting drill: Fran Schamber

Title of person conducting drill: Principal

Signature of person conducting drill: Francis Schamber

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

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

OR

Fire (fire chief or designee)
Name & Title _____