

# 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: 10-2-14 Time drill was held: 1:18 (pm/am)

Exact time required to evacuate/shelter/secure: 6 minutes

Total Participants: 475

Remarks: 1st lock down drill for 2014-15

This report is for emergency drill # 4 for school year 2014-15

Name of person conducting drill: Frances Schamber

Title of person conducting drill: Principal

Signature of person conducting drill: Frances 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 \_\_\_\_\_