

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 (indoor)
- Other Events

Name of Reporting School: Shelby Middle School

Date of Drill: 9/12/18

Time drill was held: TAG + All Classes

Exact time required to evacuated / shelter / secure: Teachers verbally instructed students on fire drill protocol in each class period


Total Participants: 289

Remarks: Each classroom teacher instructed students in each class period on fire drill protocol + procedure in each class period.

This report is for emergency drill # 1 for school year: 2018-2019

Name of person(s) conducting drill: Mark Amstead + class room teachers

Title of person(s) conducting drill: Principal / Teachers

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title: _____

AND

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

Fire (fire chief or designee)
Name & Title: _____

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Time of Drill

- Standard
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- Other Events

Name of Reporting School: Shelby Middle School

Date of Drill: 9/14/18 Time drill was held: 2:17

Exact time required to evacuated / shelter / secure: 2 mins 8 seconds

Total Participants: 300

Remarks: Students and staff quickly and calmly exited the building in an orderly fashion.

This report is for emergency drill # 2 for school year: 2018-2019

Name of person(s) conducting drill: Mark Olmstead

Title of person(s) conducting drill: Principal

Signature of person conducting drill: Mark Olmstead

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title: _____

AND

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

Fire (fire chief or designee)
Name & Title: _____