

**SCHOOL EMERGENCY DRILLS**  
Documentation Form

Type of Drill

Time of Drill

- Fire Drille (6 required)
- Tornado Drill (2 required)
- Lock Down / Shelter in Place Drill  
(2 required) During Passing  
2nd drill

- Standard 10:00 a.m.
- Class Change
- Recess
- Other Events

Name of Reporting School: Shelby ECC

Date of Drill: 9/13/18 Time drill was held: 10:00 a.m.

Exact time required to evacuated / shelter / secure: \_\_\_\_\_

Total Participants: 82 Students 23 Adults

Remarks: Tornado Drill took 2 minutes - for classes to go to their safe places.

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

Name of person(s) conducting drill: Lynette Anderson, Teresa Mead

Title of person(s) conducting drill: Receptionist, Coordinator

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title: \_\_\_\_\_

AND

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