

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: 10/5/18 Time drill was held: 8:51

Exact time required to evacuated / shelter / secure: 3min 15 sec

Total Participants: 297

Remarks: Had bottle neck at end of 7th grade hallway due to choir class in session. Students from choir stayed together but fanned to spots in hallway for safe positioning. TOOK more time than normal due to this. 6th & 8th grade hallway very orderly + efficient

This report is for emergency drill # 1 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: 

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: _____