

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: 10-31-18

Time drill was held: 2:31 p.m.

Exact time required to evacuated / shelter / secure: 1:32

Total Participants: 334

Remarks: Students left building in an orderly fashion. Students accounted for and found classes after evacuation if not already in classroom (bathroom etc.)

This report is for emergency drill # 4 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: [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: _____

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