

SCHOOL EMERGENCY DRILLS
Documentation Form

Type of Drill

- Fire Drille (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 Early Childhood Center

Date of Drill: 11/16/17 Time drill was held: 8:30

Exact time required to evacuated / shelter / secure: 1.5 mins.


Total Participants: 74 Students 19 Adults

Remarks: _____

This report is for emergency drill # 3 for school year: 2017-2018

Name of person(s) conducting drill: Teresa Mead

Title of person(s) conducting drill: Early Childhood Center Coordinator

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: _____