

**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) 1st

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Shelby High School

Date of Drill: 10/19/2017

Time drill was held: 1:35 PM

Exact time required to evacuated / shelter / secure: 8 minutes

Total Participants: 450

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This report is for emergency drill # 4 for school year: 2017-2018

Name of person(s) conducting drill: Fran Schamber

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: \_\_\_\_\_