

# SCHOOL EMERGENCY DRILLS

## Documentation Form

Type of Drill

Time of Drill

Fire Drill (6 required)

Standard

Tornado Drill (2 required)

Class Change

Lock Down / Shelter in Place Drill  
(2 required)

Recess (indoor)

Other Events

Name of Reporting School:

Shelby Middle School

Date of Drill:

1-24-18

Time drill was held:

3:50 p.m.

Exact time required to evacuated / shelter / secure:

1 minute

Total Participants:

75

Remarks:

Accidental, impromptu drill caused by hair straightener in office

This report is for emergency drill #

5

for school year:

2018-2019

Name of person(s) conducting drill:

Mary E Raper

Title of person(s) conducting drill:

Mary E Raper

Signature of person conducting drill:

Mary E Raper

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: