

SCHOOL EMERGENCY DRILLS

Documentation Form

Type of Drill

Time of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down / Shelter in Place Drill
(2 required)

- Standard
- Class Change
- Recess (indoor)
- Other Events

Name of Reporting School:

Shelby Middle School

Date of Drill:

4/6/18

Time drill was held:

10:10 am

Exact time required to evacuated / shelter / secure:

45 seconds

total drill

10 minutes in length
to simulate time

Total Participants:

250

Remarks:

Drill held in conjunction w/ Intergovt; Exterior doors
need to be addressed to better secure /
Classroom secured + quiet quickly, within 45 min

Many students at HS building for scheduled classes

This report is for emergency drill #

2

for school year:

2017-2018

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: _____