

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: 9/13/17 Time drill was held: Classes Throughout the Day

Exact time required to evacuated / shelter / secure: N/A

Total Participants: 352

Remarks: Teachers instruct each class within the buildings to the correct procedure for fire drills re: evacuation and conduct during evacuation.

This report is for emergency drill # 1 for school year: 2017-2018

Name of person(s) conducting drill: Mark Ormstead

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: _____