

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: 10.5.17

Time drill was held: 1:20

Exact time required to evacuated (shelter) secure: 3 min 15sec

Total Participants: 343

Remarks: Students directed by staff, lined up and took appropriate position. Students were quiet and orderly. Drill took a longer than expected, but in the interest of making sure it was correctly. I look for improved time in future drills.

This report is for emergency drill # #1 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: 

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: _____