

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:

9/13/16

Time drill was held:

Classes Throughout the Day

Exact time required to evacuated / shelter / secure:

N/A

Total Participants:

346

Remarks:

Teachers orally described emergency evacuation procedures for fire situation with each of their classes today. Students received instruction for each class period on how to safely evacuate from each point/classroom on their schedule.

This report is for emergency drill #

81

for school year:

2016-2017

Name of person(s) conducting drill:

Mark Olmstead / Teaching Staff

Title of person(s) conducting drill:

Principal

Signature of person conducting drill:

Mark Olmstead

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: _____