

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: 5/8/17

Time drill was held: 9:06

Exact time required to evacuated / shelter / secure: 4 minutes

Total Participants: 331

Remarks: Some class rooms were quieter than others with barricading, students out of view; students quiet; 4 minutes total when rooms barricaded & quiet
Announcement was for internal threat; no other information given

This report is for emergency drill # 2 for school year: 2016-2017

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: _____