

# 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:

11/8/16

Time drill was held:

2:20

Exact time required to evacuated / shelter / secure:

1:48

Total Participants:

320

Remarks:

One <sup>(39)</sup> class at high school; routine drill  
Students exited building very orderly

This report is for emergency drill #

3

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:

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: