

# 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: 5/2/17

Time drill was held: 9:59

Exact time required to evacuated / shelter / secure: 1:30

Total Participants: 345

Remarks: An ESD student from cognitively impaired room inadvertently pulled ~~the~~ fire pull. Students evacuated as practiced and staff checked/evacuated as planned.

This report is for emergency drill # 5 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: \_\_\_\_\_