

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill ^{1ST} (2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Shelby HS

Date of Drill: 10/3/16 Time drill was held: 1:45 (pm/am)

Exact time required to evacuate/shelter/secure: 6 minutes to check building

Total Participants: 450

* Remarks: Doors were locked in under a minute. Team took time to check all exterior entrance areas as well as classrooms.

This report is for emergency drill # 5 for school year 16-17.

Name of person conducting drill: Fran Schamber

Title of person conducting drill: Principal

Signature of person conducting drill: Francis Schamber

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

Fire (fire chief or designee)
Name & Title _____