

SCHOOL EMERGENCY DRILLS

Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down / Shelter in Place Drill (2 required)

Time of Drill

- Standard
- Class Change
- Recess (indoor)
- Other Events

Name of Reporting School:

Shelby Middle School

Date of Drill:

9/10/15

Time drill was held:

All Day in classes

Exact time required to evacuated / shelter / secure:

N/A

Total Participants:

Remarks:

Teachers instructed each class on appropriate conduct + exit procedures to leave their classroom.

This report is for emergency drill #

1

for school year:

2015-2016

Name of person(s) conducting drill:

Mark Amstead

Title of person(s) conducting drill:

Principal

Signature of person conducting drill:

[Signature]

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: _____