

# 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: 1

Time drill was held: 12:50

Exact time required to evacuated / shelter / secure: ~~12:50~~ 12:52

Total Participants: 318

Remarks: Students double stacked in 7<sup>th</sup> grade hallway; 7<sup>th</sup> grade noiser than should be; other hallways secure

This report is for emergency drill # 4 for school year: 2015-2016

Name of person(s) conducting drill: Mark Olmstead

Title of person(s) conducting drill: Principal

Signature of person conducting drill: ML 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: \_\_\_\_\_