

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: 11/23/15 Time drill was held: 12:47

Exact time required to evacuated / shelter / secure: 3:15

Total Participants: 337

Remarks: Time to secured shelter includes time to verify entry/exits are secure.
Drill: Lockdown: shelter in place due to external threat

This report is for emergency drill # 5 for school year: 2015-2016

Name of person(s) conducting drill: Mark Omstead

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: _____