

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

Reading Advising ^{student in lib.} hallway (unstructured time)

Name of Reporting School: Shelby Middle School

Date of Drill: 4-21-16 Time drill was held: 12:57

Exact time required to evacuated / shelter / secure: 3m:30s

Total Participants: 337

Remarks: Drill went well; Drill initiated through central panel rather than pull led to confusion as hallway fire light did not flash, causing people to question drill;

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: Mark 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: _____