

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: 9/2/2020 Time drill was held: TAG

Exact time required to evacuated / shelter / secure: _____

Total Participants: 230

Remarks: Instruction on how to conduct various drills including fire drill.

This report is for emergency drill # 1 for school year: 2020

Name of person(s) conducting drill: Wade Sikkema

Title of person(s) conducting drill: Dean of Students

Signature of person conducting drill: Wade Sikkema

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: _____