

# 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:

9-8-20

Time drill was held:

8:10 AM

Exact time required to evacuated / shelter / secure:

4 minutes

Total Participants:

230

Remarks:

Students were dismissed by classroom in an effort to stagger evacuation during the drill. This led to proper evacuation to safe spots designated while maintaining order.

This report is for emergency drill #

2

for school year:

20-21

Name of person(s) conducting drill:

Mark Ormstead

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: