

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: 6.3.21

Time drill was held: 1:45 p.m.

Exact time required to evacuated / shelter / secure: 4 mins Group 1 3 mins Group 2

Total Participants: 256

Remarks: Students were dismissed by classroom in a staggered manner to evacuate for the drill. Proper evacuation to safe designated spots occurred while maintaining order

This report is for emergency drill # 4 for school year: 2021

Name of person(s) conducting drill: Mark Olmstead

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: _____