SCHOOL EMERGENCY DRILLS
Documentation Form

Type of Drill	Time of Drill
[X] Fire Drill (6 required)	[ ] Standard
[ ] Tornado Drill (2 required)	[ ] Class Change
[ ] Lock Down / Shelter in Place Drill (2 required)	[ ] Recess (indoor)
	[ ] Other Events

Name of Reporting School: Shelby Middle School

Date of Drill: 4/7/21 Time drill was held: 1:00

Exact time required to evacuated / shelter / ~~secure~~: 2 minutes / 3 minutes Staggered drill

Total Participants: _____

Remarks: Staggered drill held in two groups to avoid hallway congestion; students exited & re-entered in an orderly fashion

This report is for emergency drill # 3 for school year: 2021

Name of person(s) conducting drill: Mark Olmstead

Title of person(s) conducting drill: ~~[illegible]~~ 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: _____