

# 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: 6-11-21 Time drill was held: 9:00 AM

Exact time required to evacuated / shelter / secure: 4min / 4min

Total Participants: 279

Remarks: Classes were dismissed in staggered fashion in two grouping by PTA to conduct drill orderly and with distancing.

This report is for emergency drill # 5 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: \_\_\_\_\_