

# - 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
- Other Events

Name of Reporting School: BMS

Date of Drill: 10/9/19 Time drill was held: 9:35 (pm/am)

Exact time required to evacuate/shelter/secure: 10 min.

Total Participants: 400

Remarks: All students out of building in under 2 min. Some concern about # of people in south stairwell. called strategy to test as lining up out walking path. Will see how it goes next drill next two months.

This report is for emergency drill # 3 for school year 2019/20.

Name of person conducting drill: Rick Mason

Title of person conducting drill: M.S. A.P.

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 \_\_\_\_\_

OR

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_