

# School Emergency Drills Documentation Form

## Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place  
(3 required)

## Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Belding High School

Date of Drill: 11/09/2017 Time Drill was held: 1:17 (AM / PM)

Exact time required to evacuate / shelter / secure: 3m

Total participants: ~600

Remarks: Teachers may need access to keys  
for locker room areas.

This report is for emergency drill # 1 for school year 2017-18.

Name of person conducting drill: Michael Ostrander

Title of person conducting drill: Principal

Signature of person conducting drill: Michael Ostrander

Drill Was Coordinated With:

- Emergency Management Coordinator  
Name and Title: \_\_\_\_\_
- Law Enforcement (chief of police, county sheriff, MSP or designee)  
Name and Title: \_\_\_\_\_
- Fire (fire chief or Designee)  
Name and Title: \_\_\_\_\_