

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 Middle School

Date of Drill: 9/10/2018 Time Drill was held: 1:40 (AM / PM)

Exact time required to evacuate / shelter / secure: 4:00

Total participants: 400

Remarks: Three classroom doors were left unlocked (221, 218, 237). All students were out in an orderly manner with teachers leading their classes out in lines, with folders in hand. The buzzer/light in the boiler/mechanical room does not work. Our maintenance man was in the room for the entirety of the drill and never heard the alarm. Will make Mr. Feuerstein aware.

This report is for emergency drill # 1 for school year 2018/19.

Name of person conducting drill: Rick Mason

Title of person conducting drill: MS AP

Signature of person conducting drill: _____

Drill Was Coordinated With:

Emergency Management Coordinator
Name and Title: Sgt. William S. Hoskins

Law Enforcement (chief of police, county sheriff, MSP or designee)
Name and Title: _____

Fire (fire chief or Designee)
Name and Title: _____