

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: Belday Middle School

Date of Drill: 3/20/18 Time Drill was held: 1:40 (AM PM)

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

Total participants: 400

Remarks: All classes got to required spot with students sorted quickly. Main hallway was busy, and locker room was locked. There would be room to move students if necessary.

This report is for emergency drill # 7 for school year 2017/18.

Name of person conducting drill: Rick Mason

Title of person conducting drill: M.S. AP

Signature of person conducting drill: [Signature]

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: _____

*Schedule shared with all.
District policy followed.*