

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: 11/19 Time Drill was held: 1:20 (AM / PM)

Exact time required to evacuate / shelter / secure: 15 min drill / secure immediately

Total participants: 400

Remarks: External threat lockdown. All exits were covered as students changed classes. No students in halls at other times without escort. Teachers

This report is for emergency drill # 4 for school year 2018/19. talked to classes, along with announcements about external threat drills

Name of person conducting drill: Rick Mason

Title of person conducting drill: MS A.P.

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator
Name and Title: Mason

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

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