

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: 2/21/19 Time Drill was held: 8:35 (AM PM)

Exact time required to evacuate / shelter / secure: 14 minutes
Making from snow day 2/12

Total participants: 450

Remarks: The teacher that was going to announce the lockdown from his room was not able to do for technical reasons. Once announced the building was locked down in seconds. All classroom doors were locked. Students could be seen through classroom windows in 2 rooms. This report is for emergency drill # 6 for school year 2018/19.

Name of person conducting drill: Rick Mussen

Title of person conducting drill: MS AP

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator
Name and Title: Sgt Hodges

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

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

Went in and discovered the fire of sight with team. 1 student was in the bathroom standing at the sink. Discussed his options if stuck in bathroom or anywhere else not in a classroom. All others were locked, quiet and out of sight. All classes waited until Admin unlocked doors and gave the all clear.