

# 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: 9/21/17 Time Drill was held: 9:05 (AM/PM)

Exact time required to evacuate / shelter / secure: 15 min.

Total participants: 400

Remarks: All students were out of sight within less than 1 minute. All doors were locked, except a room w/ a sub, which was barricaded shut. Will work on what to do with subs. Leave doors locked. Made an announcement for all clear. 3 classes began  
 This report is for emergency drill # 2 for school year 2017-18. When Mr. Burman or I unblock

Name of person conducting drill: Rich Mason

Title of person conducting drill: M.S. A.P.

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: \_\_\_\_\_

them. Told to the classes to  
teach about process and  
why. Band was at  
football field. Evacuated at  
start about 9:05. It  
about cell number in  
office. Playground going  
down. Football  
field goes to field by