

# School Emergency Drills Documentation Form

Type of Drill

Time of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place (3 required)

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Belding Middle School

Date of Drill: 10/17/17 Time Drill was held: 12:40 (AM/PM) (PM)

Exact time required to evacuate / shelter / secure: 3 minutes

Total participants: 420

Remarks: Our PE teacher is out of the building in the afternoon, so the locker rooms were locked. Will get a key to source teacher. Too many 8<sup>th</sup> graders in that hallway. Could be a student each door, just need to have keys why they fit. Plenty of room.

This report is for emergency drill # 4 for school year 2017-18.

Name of person conducting drill: Rock 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: \_\_\_\_\_