

# 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: 10/5 Time Drill was held: 10:02 ( AM) ( PM)

Exact time required to evacuate / shelter / secure: 2:18

Total participants: 400

Remarks: Students filed out quickly and quietly. Came back in the same. Noticed that alarm is hard to hear in bathroom (Boys upstairs), but there is a light in there.

This report is for emergency drill # 3 for school year 2017/18.

Name of person conducting drill: Rick Mason

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

Signature of person conducting drill: 

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: \_\_\_\_\_