

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: 4/20/18 Time Drill was held: 10:08 (AM/PM)

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

Total participants: 400

Remarks: All students walked out in single file lines, quietly and orderly.
9 classroom doors were left unlocked upstairs. I did not have my walkie talkie on
me to communicate

This report is for emergency drill # 9 for school year 2017/18.

Name of person conducting drill: Rick Mason

Title of person conducting drill: M.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: _____