

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Belding Middle School

Date of Drill: 9/19/19 Time drill was held: 1:40 (PM)

Exact time required to evacuate/shelter/secure: 10 minutes

Total Participants: 400

Remarks: All people were out of sight within seconds. 3 classrooms had students visible from the windows of the class door. Spoke with all about line of sight. All rooms checked on 1st sweep and cleared by cabinet on 2nd. Shut to all clear... 10 minutes.

This report is for emergency drill # 2 for school year 2019/20.

Name of person conducting drill: Rick Mason

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

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

Fire (fire chief or designee)
Name & Title _____