

# 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: Belen High School

Date of Drill: 3/11 Time Drill was held: 8:55 (AM) (PM)

Exact time required to evacuate / shelter / secure: 4 min

Total participants: 400

Remarks: All students forced side please to S.W. 2nd hour

So not as many 7th graders in cafeteria hallway due to crowd egress.

This report is for emergency drill # 7 for school year 2018/19.

Name of person conducting drill: Rick Alvarado

Title of person conducting drill: M.S. Ad.

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: \_\_\_\_\_