

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: BMS

Date of Drill: 1/24 Time drill was held: 7:55 (pm/am)

Exact time required to evacuate/shelter/secure: 20 seconds

Total Participants: 400

Remarks: All students and classes, locked, lights out and quiet. Nobody moved when knocking. All stayed locked down until alarm released.

This report is for emergency drill # 6 for school year 21/22.

Name of person conducting drill: Rick Mason

Title of person conducting drill: D.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 _____