

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: B.M.S.

Date of Drill: 11/18/21 Time drill was held: 12:40 (pm/am)

Exact time required to evacuate/shelter/secure: 1:00

Total Participants: 400

Remarks: Many teachers did not have their ble folders. New folders were ordered and emergency plans updated, including visitors.

This report is for emergency drill # 4 for school year 20/21.

Name of person conducting drill: Rick M. Mason

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

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 _____