

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: 12/14 Time drill was held: 9:00 (pm/am)

Exact time required to evacuate/shelter/secure: 20 sec.


Total Participants: 200

Remarks: School secured w/ probe of buttons. Classrooms dark and quiet within seconds

This report is for emergency drill # 5 for school year 20/21.

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 & Title _____
- AND
- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____
- OR
- Fire (fire chief or designee)
Name & Title _____