

# 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: 12/15/21 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:30

Total Participants: 400

Remarks: All out quickly. Doors locked. Shelter in place of those that have. Still waiting on a few.

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

Name of person conducting drill: Rick Wilson

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 \_\_\_\_\_