

# 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: BELMONT WOODRIDGE SCHOOL

Date of Drill: 2/9 Time drill was held: 10 (pm/am)

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

Total Participants: 250

Remarks: Smooth, safe drill

This report is for emergency drill # 7 for school year 20/21.

Name of person conducting drill: Rob Olson

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

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 \_\_\_\_\_