

# School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill  
(3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: BMS

Date of Drill: 9/21 Time drill was held: 12:35 (pm/am)

Exact time required to evacuate/shelter/secure: 30 seconds / Total 13 minutes

Total Participants: 400

Remarks: Classrooms were dark, locked and quiet within seconds.  
Some students in hall and pointed into office as drill began.  
All classes waited for advising to be cleared and Advisor spoken on why.

2 Discipline referrals for unbehavioral students  
 This report is for emergency drill # 2 for school year 21/22.

Name of person conducting drill: Rick Mason

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 \_\_\_\_\_