

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

_____ Fire Drill (5 required)(3 by 12/1)

X

Standard

_____ Tornado Drill (2 required)(1 in March)

Class Change

_____ Shelter in Place (1 required)

Recess

X Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)

Lunch

_____ Cardiac Drill (1 required)

Name of Reporting School: ERMS

Date of Drill: 10/7/16

Time Drill was held: 9:57 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3 min.

Total Participants: 805 Remarks: Very smooth first drill

This report is for Emergency Drill Fire# _____ out of 5 for school year 20__/20__

Tornado# _____ out of 2 for school year 20__/20__

Shelter IP# _____ out of 1 for school year 20__/20__

Lockdown# 1 out of 2 for school year 2016/2017

Cardiac# _____ out of 1 for school year 20__/20__

Name of person conducting drill: Shannon Ouellette · Mike Ramm

Title of person conducting drill: Admin. Team

Signature of person conducting drill: Shannon Ouellette

Fire (fire chief or designee) present
Name and Title: _____

**MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL
FAX NUMBER 866-7112**