

School Emergency Drills Documentation Form

Type of Drill:

☒ Fire Drill (5 required)(3 by 12/1)
☐ Tornado Drill (2 required)(1 in March)
☐ Shelter in Place (1 required)
☐ Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)
☐ Cardiac Drill (1 required)

Time of Drill:

☒ Standard
☐ Class Change
☐ Recess
☐ Lunch

Name of Reporting School: Belmont

Date of Drill: 10/26/23 Time Drill was held: _____ (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1 Min. 42 sec.

Total Participants: _____ Remarks: _____

This report is for Emergency Drill

Fire# <u>3</u>	out of 5 for school year 20 <u>23</u> /20 <u>24</u>
Tornado# _____	out of 2 for school year 20____/20____
Shelter IP# _____	out of 1 for school year 20____/20____
Lockdown# _____	out of 2 for school year 20____/20____
Cardiac# _____	out of 1 for school year 20____/20____

Name of person conducting drill: Shannon Ouellette

Title of person conducting drill: Principal

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**