

Fax  
4/20/14**School Emergency Drills  
Documentation Form**Type of Drill:Time of Drill:

\_\_\_\_\_ Fire Drill (5 required)(3 by 12/1)  
\_\_\_\_\_ Tornado Drill (2 required – 1 In March)  
\_\_\_\_\_ Shelter in Place (2 required)  
✓ Lock Down (2 required 1 prior to Dec 1)

\_\_\_\_\_ Standard  
\_\_\_\_\_ Class Change  
\_\_\_\_\_ Recess  
\_\_\_\_\_ Lunch

Name of Reporting School: BelmontDate of Drill: Nov. 20, 2014 Time Drill was held: 1:30 (a.m./p.m.)10 sec. to lock all doorsExact time required to evacuate/shelter/secure: 1 min 45 sec. to check all doorsTotal Participants: 373 Remarks: \_\_\_\_\_

This report is for Emergency Drill Fire# \_\_\_\_\_ out of 5 for school year \_\_\_\_\_

Tornado# \_\_\_\_\_ out of 2 for school year \_\_\_\_\_

Shelter IP# \_\_\_\_\_ out of 2 for school \_\_\_\_\_

Lockdown# 1 out of 2 for school 2014-2015Name of person conducting drill: Maggie ThelenTitle of person conducting drill: PrincipalSignature of person conducting drill: M Thelen

Fire (fire chief or designee) present

Name and Title: \_\_\_\_\_

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