

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

2 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

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

_____ Lunch

_____ Cardiac Drill (1 required)

Name of Reporting School:

Belmont Elementary

Date of Drill:

10/8/15

Time Drill was held:

10:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure:

2:17

Total Participants:

371

Remarks:

This report is for Emergency Drill

Fire#

1

out of 5 for school year 2015 /2016

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:

Maggie Thelen

Title of person conducting drill:

Principal

Signature of person conducting drill:

Maggie

Fire (fire chief or designee) present

Name and Title:

MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL

FAX NUMBER 866-7112