

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

✓ 4th

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

✓

Standard

Tornado Drill (2 required - 1 In March)

Class Change

Shelter In Place (2 required)

Recess

Lock Down (2 required 1 prior to Dec 1)

Lunch

Name of Reporting School:

Belmont

Date of Drill:

3/26/15

Time Drill was held:

10:00

(a.m./p.m.)

Exact time required to evacuate/shelter/secure:

2:12.40

Total Participants:

373

Remarks:

This report is for Emergency Drill

Fire#

4

out of 5 for school year

14-15

Tornado#

out of 2 for school year

Shelter IP#

out of 2 for school

Lockdown#

out of 2 for school

Name of person conducting drill:

Holly C. Conner

Patti Szominski

Title of person conducting drill:

Secretary

Lead Teacher

Signature of person conducting drill:

Holly C. Conner

Fire (fire chief or designee) present

Name and Title:

[Signature]

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