

**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)
1 Lock Down (2 required 1 prior to Dec 1)

_____ Standard
_____ Class Change
_____ Recess
_____ Lunch

Name of Reporting School: Belmont Elementary

Date of Drill: 12/2/2015 Time Drill was held: 1:30 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2:20

Total Participants: 370 Remarks: lockdown quick but took 2 min. to
Earle - hear children (noise) ✓

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 _____

Name of person conducting drill: Maggie Thelon

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Fire (fire chief or designee) present

Name and Title: [Signature] EO

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