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School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

_____	Fire Drill (5 required)(3 by 12/1)	_____	Standard
_____	Tornado Drill (2 required – 1 in March)	_____	Class Change
<u>X</u>	Shelter in Place (2 required)	_____	Recess
_____	Lock Down (2 required 1 prior to Dec 1)	_____	Lunch

Name of Reporting School: Belmont Elementary

Date of Drill: 1/19/2016 Time Drill was held: 2:00 (a.m./p.m.) (p.m.)

Exact time required to evacuate/shelter/secure: Ran it for 5 min.

Total Participants: 3 Remarks: _____

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

Tornado# _____ out of 2 for school year _____

Shelter IP# 1 out of 2 for school 2015-2016

Lockdown# _____ out of 2 for school _____

Name of person conducting drill: Maggie Thelen

Title of person conducting drill: Principal

Signature of person conducting drill: _____

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