

**School Emergency Drills  
Documentation Form**Type of Drill:Time of Drill:

\_\_\_\_ Fire Drill (5 required)(3 by 12/1)  
✓ 2<sup>nd</sup> 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: 3/11/15Time Drill was held: 1:30 (a.m./p.m.)Exact time required to evacuate/shelter/secure: 2:20secTotal Participants: 373Remarks: 3 Doors open North Hallway

This report is for Emergency Drill

Fire# \_\_\_\_\_

out of 5 for school year \_\_\_\_\_

Tornado# 2out of 2 for school year 2014-2015

Shelter IP# \_\_\_\_\_

out of 2 for school \_\_\_\_\_

Lockdown# \_\_\_\_\_

out of 2 for school \_\_\_\_\_

Name of person conducting drill: Maggie Thelen

Title of person conducting drill: \_\_\_\_\_

Signature of person conducting drill: \_\_\_\_\_

Fire (fire chief or designee) present

Name and Title: [Signature]

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