

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

\_\_\_\_ Fire Drill (5 required)(3 by 12/1)  
2 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: Belmont Elem.

Date of Drill: 3/23/2016 Time Drill was held: 10:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2:29.13

Total Participants: 370 Remarks: Gym door was locked so students could not get in PE office.

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

Tornado# 2 out of 2 for school year 2015-2016

Shelter IP# \_\_\_\_\_ out of 2 for school \_\_\_\_\_

Lockdown# \_\_\_\_\_ out of 2 for school \_\_\_\_\_

Name of person conducting drill: Jeremy Karel

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Fire (fire chief or designee) present  
Name and Title: EO [Signature]

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