

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

| | |
|--|--------------------|
| <input checked="" type="checkbox"/> Fire Drill (5 required)(3 by 12/1) | _____ Standard |
| _____ Tornado Drill (2 required)(1 in March) | _____ Class Change |
| _____ Shelter in Place (1 required) | _____ Recess |
| _____ Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1) | _____ Lunch |
| _____ Cardiac Drill (1 required) | |

Name of Reporting School: ERMS

Date of Drill: 9.16.16 Time Drill was held: 8:41 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2 min.

Total Participants: 805 Remarks: Building cleared quickly

West end classrooms did well moving away from building and creating room for all the classes

This report is for Emergency Drill Fire# 2 out of 5 for school year 2016/2017

Tornado# _____ out of 2 for school year 20____/20____

Shelter IP# _____ out of 1 for school year 20____/20____

Lockdown# _____ out of 2 for school year 20____/20____

Cardiac# _____ out of 1 for school year 20____/20____

Name of person conducting drill: Shannon Ouellette

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: Shannon Ouellette

Fire (fire chief or designee) present
Name and Title: _____

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