

**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

☐ 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: 8.7.16

Time Drill was held: 7:45 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 90 sec.

Total Participants: 805

Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# 1 out of 5 for school year 20 16 /20 17

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: \_\_\_\_\_

N/A

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