

## School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

\_\_\_\_\_ Fire Drill (5 required)(3 by 12/1)

X

Standard

X 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: ERM5

Date of Drill: 4-28-17

Time Drill was held: 10:09 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 4 minutes

Total Participants: 797 Remarks: there were 9 guest

teachers in the building, students were slower than  
usual arriving to designated spots.

This report is for Emergency Drill

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

out of 5 for school year 20\_\_/20\_\_

Tornado# 2

out of 2 for school year 2016/2017

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**