

dated  
3/7/17

# School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

<u>4</u>	Fire Drill (5 required)(3 by 12/1)	_____	Standard
_____	Tornado Drill (2 required - 1 in March)	_____	Class Change
_____	Shelter in Place (2 required)	_____	Recess
_____	Lock Down (2 required 1 prior to Dec 1)	_____	Lunch

Name of Reporting School: Belmont Elementary

Date of Drill: 3/7/17 Time Drill was held: 1:30 (a.m./p.m.) (p.m.)

Exact time required to evacuate/shelter/secure: 2 Min. 45 sec.

Total Participants: 368 Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# <u>4</u>	out of 5 for school year <u>16-17</u>
Tornado# _____	out of 2 for school year _____
Shelter IP# _____	out of 2 for school _____
Lockdown# _____	out of 2 for school _____

Name of person conducting drill: Jenny Karel

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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

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