

**School Emergency Drills
Documentation Form**

Type of Drill:

☒ Fire Drill (5 required)(3 by 12/1)

☐ Tornado Drill (2 required)(1 in March)

☐ Shelter in Place (1 required)

☐ Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)

☐ Cardiac Drill (1 required)

Time of Drill:

☒ Standard

☐ Class Change

☐ Recess

☐ Lunch

Name of Reporting School: ERMS

Date of Drill: 9-6-17 ~~9-6-17~~ Time Drill was held: 8:40 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3min.

Total Participants: 805 Remarks: Smooth drill for
2nd week of school.

This report is for Emergency Drill Fire# 1 out of 5 for school year 20 17/2018
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**