

**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: 10.19.17 Time Drill was held: 12:40 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3.5 min

Total Participants: 800 ± Remarks: \_\_\_\_\_

This report is for Emergency Drill      Fire# 3      out of 5 for school year 2017/2018  
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**