

**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: 7.16.17 Time Drill was held: 10:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3 minutes

Total Participants: 800+ Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire#

4

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**