

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:

Belmont Elementary

Date of Drill:

3/20/18

Time Drill was held:

1:15 (p.m.)

Exact time required to evacuate/shelter/secure:

2 Min - 5 sec.

Total Participants:

370

Remarks:

40 Staff

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:

Jessy Kaul

Title of person conducting drill:

Principal

Signature of person conducting drill:

Jessy Kaul

Fire (fire chief or designee) present

Name and Title:

Michael St.

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