

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

1 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: 9/14/18

Time Drill was held: 10:30 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1 Min. 26 sec.

Total Participants: 377+Staff Remarks: _____

This report is for Emergency Drill

Fire# 1 out of 5 for school year 2018/2019

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: _____

Judi Smith & Hally Combs

Title of person conducting drill: _____

Secretaries

Signature of person conducting drill: _____

Hally C Combs & Judi Smith

Fire (fire chief or designee) present

Name and Title: _____

D.C. J. Smith

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