

# 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 Elem.

Date of Drill: 1/18/19 Time Drill was held: 2:20 (a.m./p.m.) (p.m.)

Exact time required to evacuate/shelter/secure: 1 min. 53 sec.

Total Participants: 385 Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# \_\_\_\_\_ out of 5 for school year 20\_\_/20\_\_

Tornado# \_\_\_\_\_ out of 2 for school year 20\_\_/20\_\_

Shelter IP# ☒ out of 1 for school year 2018/2019

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: 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**