

**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

Date of Drill: 4/19/19 Time Drill was held: _____ (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1 Min. 40 Sec.

Total Participants: 393 Remarks: _____

This report is for Emergency Drill Fire# 4 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 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: Wally C. Corns + Judi Smith

Title of person conducting drill: Secretary

Signature of person conducting drill: Wally C. Corns

Fire (fire chief or designee) present
Name and Title: [Signature]

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