

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: Belmont

Date of Drill: 10/18/23 Time Drill was held: 9:00 (a.m)/p.m.

Exact time required to evacuate/shelter/secure: 1 min 49 sec.

Total Participants: 3 Remarks: _____

This report is for Emergency Drill Fire# 2 out of 5 for school year 2023/2024

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: 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**