

# 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: 10/26/23 Time Drill was held: \_\_\_\_\_ (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1 Min. 42 sec.

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

This report is for Emergency Drill Fire# 3 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**