

School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

#4 Fire Drill (5 required)(3 by 12/1)

#4 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 - Kate Trolka

Date of Drill: 2/21 Time Drill was held: 10:45 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2 min. 8 sec.

Total Participants: 285 Remarks: _____

This report is for Emergency Drill Fire# 4 out of 5 for school year 2024/2025

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: Kate Trolka

Title of person conducting drill: Sec Admin Asst.

Signature of person conducting drill: Kate Trolka

Fire (fire chief or designee) present

Name and Title: _____

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