

School Emergency Drills Documentation Form

<u>Type of Drill</u>	<u>Time of Drill¹</u>
X ___ Fire Drill ² (___1___ of 5)	___ Standard
___ Tornado Drill ³ (___ of 2)	___X___ Class Change
___ Lockdown ⁴ (___ of 3)	___ Recess/Lunch
	___ Other _____

School Name: _____ Salem _____ School Year: ___2016-17_____

Date of Drill: ___10/6/16_____ Time of Drill: _____9:30_____

Total Participants: ___485_

Name of person conducting drill: _____Ray Metcalf_____ Title: ___principal_

Signature of principal or designee confirming drill completion: _____

Drill was coordinated with:

___X___ County/Local Emergency Management Coordinator or designee

AND

___ Law Enforcement (County Sheriff, chief of police, state police, or designee)

OR

___X___ Fire (Fire chief or designee)

¹ At least one drill must occur during lunch, recess, or at another time when a significant number of students are gathered by not in a classroom

² Three of these drills must take place by December 1 and all drills must have reasonable intervals

³ At least one must take place in March

⁴ Must include security measures appropriate to an emergency such as the release of hazardous material or the presence of a potentially dangerous individual on or near the premises. One drill must be prior to December 1 and one drill must be after January 1