

# School Emergency Drills Documentation Form

## Type of Drill

- Fire Drill (5 required, 3 by Dec. 1)
- Tornado Drill (2 required, 1 in March)
- Lock Down/Shelter in Place Drill (3 required, one by Dec. 1 and One after Jan 1.)

## Time of Drill

- Standard
- Class Change
- Recess
- Other Events

\*One must occur during a transition time

Name of Reporting School: Portland Middle School

Date of Drill: 11/14/17

Time drill was held: 12:30 PM

Exact time required to evacuate/shelter/secure: 1 minute 34 seconds

Total Participants: 470

Remarks:

This report is for emergency drill # 5 for the 2017 - 2018 school year.

Name of person conducting drill: Kevin Robydek

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

- Emergency Management Coordinator

Name & Title: William Hoskins, Deputy Emergency Management Director

**Submit Schedule\* of drills by September 15**  
**[whooskins@ioniacounty.org](mailto:whooskins@ioniacounty.org)**

\*Notify the Emergency Management Director if there are any changes to the schedule. If a drill is cancelled, it must be rescheduled within 10 days.