

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: 12/3/2015

Time drill was held: 9:30 AM

Exact time required to evacuate/shelter/secure: 1:20

Total Participants: 450

Remarks:

This report is for emergency drill # 6 for the 2015-2016 school year.

Name of person conducting drill: Kevin Robydek / Tom Teitsma

Title of person conducting drill: Principal / OFC

Signature of person conducting drill: [Handwritten Signature]

Drill Was Coordinated With:

- Emergency Management Coordinator

Name & Title: Doug Devries, Deputy Emergency Management Director

Submit Schedule* of drills by September 15

emd@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.

A copy of this form must be posted onto the school's website within 30 days of the drill and remain on the site for 3 years.