

# 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: 9/5/18 Time drill was held: 7:45am

Exact time required to evacuate/shelter/secure: 25 seconds

Total Participants: 500

Remarks:

This report is for emergency drill # Lockdown 1 for school year .

Name of person conducting drill: Leanna Davis

Title of person conducting drill: Principal

Signature of person conducting drill: Leanna Davis

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](mailto: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.