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: **5/15/17**

Time drill was held: **9:40 am**

Exact time required to evacuate/shelter/secure: **1 min 20 secs**

Total Participants: **460**

Remarks:

This report is for emergency drill # **10** for the 2016-2017 school year.

Name of person conducting drill: **Kevin Robydek**

Title of person conducting drill: **Principal**

Signature of person conducting drill: **Dana Davis**

Drill Was **Coordinated** With:
- ☐ Emergency Management Coordinator
  - Name & Title: **Doug Devries, Deputy Emergency Management Director**

Submit Schedule* of drills by September 15

emd@ioniaccounty.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.*