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: 11/7/16

Time drill was held: 1:20 PM

Exact time required to evacuate/shelter/secure: 1 minute 10 seconds

Total Participants: 160

Remarks:

This report is for emergency drill #5 for the 2016-2017 school year.

Name of person conducting drill: Kevin Robydek

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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

Submit Schedule* of drills by September 15
em@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.