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: 9/18/17

Time drill was held: 2:15 pm

Exact time required to evacuate/shelter/secure:

Total Participants: 478

Remarks:

This report is for emergency drill # 2 for the 2017 - 2018 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: William Hoskins, Deputy Emergency Management Director

Submit Schedule* of drills by September 15
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.