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: **9/8/2015**

Time drill was held: **4 25**

Exact time required to evacuate/shelter/secure: **2 minutes 30 seconds**

Total Participants: **470**

Remarks:

This report is for emergency drill # **2** for the 2015-2016 school year.

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

Title of person conducting drill: **Principal**

Signature of person conducting drill:

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

Submit Schedule* of drills by September 15
emd@ioniaccount.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.