

School Emergency Drills Documentation Form

Type of Drill

- ☒ Fire Drill (6 required)
☐ Tornado Drill (2 required)
☐ Lock Down/Shelter in Place Drill
(2 required)

Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: Richmond Middle School

Date of Drill: 9-14-15 Time drill was held: 2:02 (pm/am)

Exact time required to evacuate/shelter/secure: 4 min 28 sec.

Total Participants: 480

Remarks: _____

This report is for emergency drill # 1 for school year 15-16.

Name of person conducting drill: Betty Bowick

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Betty Bowick

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Drill Report Sent to them

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

☐ Fire (fire chief or designee)
Name & Title _____

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- ☒ Fire Drill (6 required)
- ☐ Tornado Drill (2 required)
- ☐ Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Richmond Middle School

Date of Drill: 9-21-15 Time drill was held: 8:15 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 480

Remarks: _____

This report is for emergency drill # 2 for school year 15-16.

Name of person conducting drill: Keith Bartels

Title of person conducting drill: Principal

Signature of person conducting drill: K. Bartels

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title Drill Report / Form sent to them.

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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- ☐ Tornado Drill (2 required)
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Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Richmond middle School

Date of Drill: 10-16-15 Time drill was held: 1:40 (pm/am)

Exact time required to evacuate/shelter/secure: 2:42

Total Participants: 480

Remarks: _____

This report is for emergency drill # 3 for school year 15-16.

Name of person conducting drill: Becky C. Borwick

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Borg C. R.

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Drill Report shared for 15-16.

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

☐ Fire (fire chief or designee)
Name & Title _____

School Emergency Drills

Documentation Form

Type of Drill

- ☐ Fire Drill (6 required)
- ☐ Tornado Drill (2 required)
- ☒ Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Richmond Middle School

Date of Drill: 10/19/15 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 4 min 55 seconds

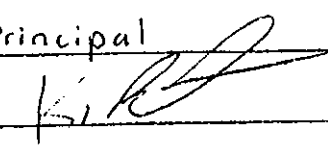
Total Participants: 480

Remarks: _____

This report is for emergency drill # 4 for school year 15-16.

Name of person conducting drill: Keith Burtels

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title Schedule Shared For 15-16 School Year

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

School Emergency Drills

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Type of Drill

- ☐ Fire Drill (6 required)
☒ Tornado Drill (2 required)
☐ Lock Down/Shelter in Place Drill
(2 required)

Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: Richmond Middle School

Date of Drill: 11/17/15 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 4 minutes 12 seconds

Total Participants: 480

Remarks: _____

This report is for emergency drill # 5 for school year 15-16.

Name of person conducting drill: Becky Bowick

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Bey C R

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Drill Schedule Sent to Coordinator

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

☐ Fire (fire chief or designee)
Name & Title _____

School Emergency Drills

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Type of Drill

- ☐ Fire Drill (6 required)
- ☐ Tornado Drill (2 required)
- ☒ Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Richmond Middle School

Date of Drill: 2/9/16 Time drill was held: 8:00 (pm/am)

Exact time required to evacuate/shelter/secure: 4 minutes 12 seconds

Total Participants: 480

Remarks: _____

This report is for emergency drill # 6 for school year 15-16

Name of person conducting drill: Keith Barks / Becky Benwick

Title of person conducting drill: Principal / Dean of students

Signature of person conducting drill: Ben C. B.

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Schedule A.T. Beginning of Year

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

☐ Fire (fire chief or designee)
Name & Title _____

School Emergency Drills

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Type of Drill

- ☐ Fire Drill (6 required)
☒ Tornado Drill (2 required)
☐ Lock Down/Shelter in Place Drill
(2 required)

Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: Richmond Middle School

Date of Drill: 3/21/16 Time drill was held: 9:00 → 1:30 (pm/am)
After

Exact time required to evacuate/shelter/secure: 4 min + 12 seconds

Total Participants: 480

Remarks: _____

This report is for emergency drill # 7 for school year 15-16.

Name of person conducting drill: Keith Bartels / Becky Brwick

Title of person conducting drill: Principal / Asst-Principal

Signature of person conducting drill: Bill Bartels

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Scheduled shared @ beginning
of the year.

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

☐ Fire (fire chief or designee)
Name & Title _____

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Type of Drill

- ☐ Fire Drill (6 required)
- ☐ Tornado Drill (2 required)
- ☒ Lock Down/Shelter in Place Drill (2 required)

Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: RMS

Date of Drill: 4/20/16 Time drill was held: 10:50 (pm/am)

Exact time required to evacuate/shelter/secure: 4 min 6 seconds

Total Participants: 480

Remarks: _____

This report is for emergency drill # 8 for school year 15-16.

Name of person conducting drill: Keith Barkis

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Shared @ Beginning of the year

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

☐ Fire (fire chief or designee)
Name & Title _____

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Type of Drill

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☐ Tornado Drill (2 required)
☐ Lock Down/Shelter in Place Drill
(2 required)

Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: Richmond Middle School

Date of Drill: 5/6/16 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 3 min 12 seconds

Total Participants: 480

Remarks: _____

This report is for emergency drill # 9 for school year 15-16

Name of person conducting drill: Bucky Borwick

Title of person conducting drill: Dean of Students

Signature of person conducting drill: B2

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Shared @ Beginning of Year

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

☐ Fire (fire chief or designee)
Name & Title _____

X

School Emergency Drills

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Type of Drill

- ☒ Fire Drill (6 required)
☐ Tornado Drill (2 required)
☐ Lock Down/Shelter in Place Drill
(2 required)

Time of Drill

- ☐ Standard
☐ Class Change
☒ Recess
☒ Other Events

] Lunch / Recess

Name of Reporting School: Richmond Middle School

Date of Drill: 6/2/16 Time drill was held: 11:15 (pm/am)

Exact time required to evacuate/shelter/secure: 2:18

Total Participants: 480

Remarks: _____

This report is for emergency drill # 10 for school year 15-16.

Name of person conducting drill: Ben C. Borwick

Title of person conducting drill: Dean of Students

Signature of person conducting drill: B

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Shana @ Bayberry of Year
(Altered)

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

☐ Fire (fire chief or designee)
Name & Title _____