

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: 9/8/16 Time drill was held: 2:10 (pm/am)

Exact time required to evacuate/shelter/secure: 2 minutes 54 seconds

Total Participants: 450

Remarks: _____

This report is for emergency drill # 1 for school year 16-17.

Name of person conducting drill: B. Borwick

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Bry C R

Drill Was Coordinated With:

- ☒ Emergency Management Coordinator
Name & Title Drill Schedule Provided

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)
- ☐ 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: 9/13/16 Time drill was held: 8:00 (pm/am)

Exact time required to evacuate/shelter/secure: 3 minutes 19 seconds

Total Participants: 450

Remarks: _____

This report is for emergency drill # 2 for school year 16-17.

Name of person conducting drill: B. Berwick

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Bay e r

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Drill Schedule Provided

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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- ☐ 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: 9/27/16 Time drill was held: 9:00 (pm/am)

Exact time required to evacuate/shelter/secure: 3 min. 15 seconds

Total Participants: 450

Remarks: _____

This report is for emergency drill # 3 for school year 16-17

Name of person conducting drill: B. Berwick

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Buyer

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Drill Schedule Provided

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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- ☐ 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: 10/4/16 Time drill was held: 8:00 (pm/am)

Exact time required to evacuate/shelter/secure: 3 minutes 4 seconds

Total Participants: 450

Remarks: _____

This report is for emergency drill # 4 for school year 16-17.

Name of person conducting drill: B Borwick

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Bay CR

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Schedule Provided

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: 10/27/17 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 5 minutes 17 seconds

Total Participants: 450

Remarks: _____

This report is for emergency drill # 5 for school year 16-17.

Name of person conducting drill: Becky Borwick

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Becky Borwick

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title _____

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: 2/7/17 Time drill was held: 9:00 (pm/am)

Exact time required to evacuate/shelter/secure: 5 minutes 33 seconds

Total Participants: 450

Remarks: _____

This report is for emergency drill # 6 for school year 16-17.

Name of person conducting drill: B. Borwick

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Bye

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Drill Schedule Provided

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: Richmond Middle School

Date of Drill: 3/7/17 Time drill was held: 9:00 am (pm/am)

Exact time required to evacuate/shelter/secure: 6 minutes 10 seconds

Total Participants: 450

Remarks: _____

This report is for emergency drill # 17 for school year 16-17.

Name of person conducting drill: B. Borwick

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Bay C. R.

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Drill Schedule Provided

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: Richmond Middle School

Date of Drill: 3/13/17 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2:25

Total Participants: 480

Remarks: _____

This report is for emergency drill # 8 for school year 16-17.

Name of person conducting drill: Becky Borwick

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Becky Borwick

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Drill Schedule Provided

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: 5/3/17 Time drill was held: 2:20 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min. 39 sec

Total Participants: 450

Remarks: _____

This report is for emergency drill # 9 for school year 16-17.

Name of person conducting drill: B. Berwick

Title of person conducting drill: Dean of Students

Signature of person conducting drill: By C R

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Drill Scheduled Provided

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: 5/23/17 Time drill was held: 11:15 (pm/am)

Exact time required to evacuate/shelter/secure: 2 minutes 59 seconds

Total Participants: 450

Remarks: _____

This report is for emergency drill # 10 for school year 16-17.

Name of person conducting drill: Bicky Borwick

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Bicky Borwick

Drill Was Coordinated With:

☒ Emergency Management Coordinator
Name & Title Drill Schedule Provided

AND

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

OR

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