2017 – 2018
School Emergency Drills
Documentation Form

Name of Reporting School: Velma Matson Elementary

Date of Drill: 12-1-17 Time drill was held: 1:29 (pm/am)

Type of Drill

- ☐ Fire Drill (5 required)
- ☐ Tornado Drill (2 required)
- ☑ Lock Down/Shelter in Place Drill (3 required)

Number of Drills Completed To Date

- ☑ Fire Drills: 3
- ☑ Tornado Drills: 1
- ☑ Lockdown: 2

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): ☐ Yes ☒ No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: 38 Seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

_____

_____

_____

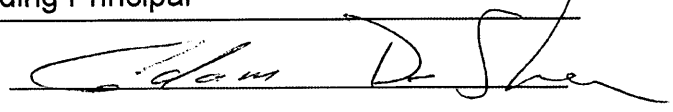
Please note any corrective measures or lessons learned: _____

_____

_____

Name of School Official conducting drill: Adam DeShano

Title of School Official conducting drill: Building Principal

Signature of School Official conducting drill: 

2017 – 2018
School Emergency Drills
Documentation Form

Name of Reporting School: Velma Matson

Date of Drill: 11-10-17 Time drill was held: 2:17 (pm)/am)

Type of Drill

- [x] Fire Drill (5 required)
- [ ] Tornado Drill (2 required)
- [ ] Lock Down/Shelter in Place Drill (3 required)

Number of Drills Completed To Date

- [x] Fire Drills: 3
- [x] Tornado Drills: 1
- [x] Lockdown: 1

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): [ ] Yes [x] No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: One minute 28 seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

_____

_____

_____

Please note any corrective measures or lessons learned: _____

_____

_____

Name of School Official conducting drill: Adam DeShano

Title of School Official conducting drill: Building Principal

Signature of School Official conducting drill: Adam DeShano

2017 – 2018
School Emergency Drills
Documentation Form

Name of Reporting School: Velma Matson Upper Elementary

Date of Drill: 10-25-17 Time drill was held: 2:50 (pm/am)

Type of Drill

- ☐ Fire Drill (5 required)
- ☑ Tornado Drill (2 required)
- ☐ Lock Down/Shelter in Place Drill (3 required)

Number of Drills Completed To Date

- ☑ Fire Drills: 2
- ☑ Tornado Drills: 1
- ☑ Lockdown: 1

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): ☐ Yes ☒ No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: one minute twenty three seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

_____

_____

_____

Please note any corrective measures or lessons learned: _____

_____

_____

Name of School Official conducting drill: Adam DeShano

Title of School Official conducting drill: Building Principal

Signature of School Official conducting drill: Adam D. Shano

2017 – 2018
School Emergency Drills
Documentation Form

Name of Reporting School: Velma Matson Upper Elementary School

Date of Drill: 10-12-17 Time drill was held: 2:34 (pm/am)

Type of Drill

- ☐ Fire Drill (5 required)
- ☐ Tornado Drill (2 required)
- ☑ Lock Down/Shelter in Place Drill (3 required)

Number of Drills Completed To Date

- ☑ Fire Drills: 2
- ☐ Tornado Drills: _____
- ☑ Lockdown: 1

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): ☐ Yes ☒ No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: 22 seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

_____

_____

_____

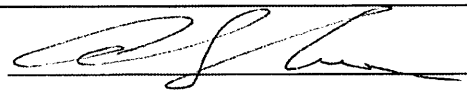
Please note any corrective measures or lessons learned: _____

_____

_____

Name of School Official conducting drill: Adam DeShano

Title of School Official conducting drill: Building Principal

Signature of School Official conducting drill: 

2017 – 2018
School Emergency Drills
Documentation Form

Name of Reporting School: Velma Matson Upper Elementary

Date of Drill: 9-27-17 Time drill was held: 12:00 (pm/am)

Type of Drill

- [x] Fire Drill (5 required)
- [ ] Tornado Drill (2 required)
- [ ] Lock Down/Shelter in Place Drill (3 required)

Number of Drills Completed To Date

- [x] Fire Drills: 2
- [ ] Tornado Drills: _____
- [ ] Lockdown: _____

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): [x] Yes [ ] No

If Yes, when: Transition time between lunch and recess

Exact time required to evacuate/shelter/secure: One minute, 36 seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

_____

_____

_____

Please note any corrective measures or lessons learned: _____

_____

_____

Name of School Official conducting drill: Adam DeShano

Title of School Official conducting drill: Building Principal

Signature of School Official conducting drill: Adam DeShano

2017 – 2018
School Emergency Drills
Documentation Form

Name of Reporting School: Velma Matson Upper Elementary

Date of Drill: 8-31-17 Time drill was held: 2:38 PM (pm/am)

Type of Drill

- [x] Fire Drill (5 required)
- [ ] Tornado Drill (2 required)
- [ ] Lock Down/Shelter in Place Drill (3 required)

Number of Drills Completed To Date

- [x] Fire Drills: 1
- [ ] Tornado Drills: _____
- [ ] Lockdown: _____

Was this drill conducted during a special time (Recess, passing time, lunch, student drop off, etc?): ☐ Yes ☒ No

If Yes, when: _____

Exact time required to evacuate/shelter/secure: 1 minute 52 seconds

Please list any Public Safety (Fire, Law, Emergency Services) observers present during the drill (Name, Title, and Agency):

_____

_____

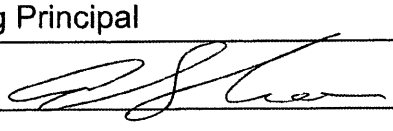
_____

Please note any corrective measures or lessons learned: _____

New evacuation plan worked well.

_____

Name of School Official conducting drill: Adam DeShano

Title of School Official conducting drill: Building Principal

Signature of School Official conducting drill: