

Mason County School Emergency Drills Documentation Form

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|---|---------------------|
| Reporting School: | Franklin Elementary |
| School Year: | 2017-2018 |
| Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small> | 2/2 |

Type of Drill:

| | |
|-------------------------------------|---|
| <input type="checkbox"/> | Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year) |
| <input checked="" type="checkbox"/> | Tornado Safety Drills (2 required in the school year; 1 in March) |
| <input type="checkbox"/> | Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January) |

Time of Drill:

** At least one drill is required to not be during class time.*

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | During class time |
| <input type="checkbox"/> | In between classes/during class changes* |
| <input type="checkbox"/> | Recess or lunch time* |
| <input type="checkbox"/> | Other time when a significant number of the students are gathered but not in the classroom* |

| | |
|--|----------------|
| Date & Time of Drill: | 4/11/2018 1:10 |
| Time required to evacuate/shelter/secure personnel: | 2:34 |
| Total Number of Participants: | 312 |
| Drill Remarks or Observations: | |
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|---|----------------------|
| Name of School Principal (or designee): | Jan Jackoviak |
| Signature of School Principal: | <i>Jan Jackoviak</i> |
| <i>If drill is conducted by someone other than school principal</i> | |
| Name & Title of Person Conducting Drill: | |

Drill Coordinated With

Name & Title

| | | |
|-------------------------------------|-----------------------------------|--------------|
| <input type="checkbox"/> | Emergency Management Coordinator: | |
| <input checked="" type="checkbox"/> | Law Enforcement Agency: | C. Skiba SRO |
| <input type="checkbox"/> | Fire Department: | |

Submit Completed Forms to the Mason County Emergency Management Office
Fax 231-845-0911 or emergency.management@masoncounty.net