

Mason County School Emergency Drills Documentation Form

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| Reporting School: | PMECC |
| School Year: | 2018/2019 |
| Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small> | 2/3 |

Type of Drill:

| | |
|-------------------------------------|---|
| <input type="checkbox"/> | Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year) |
| <input type="checkbox"/> | Tornado Safety Drills (2 required in the school year; 1 in March) |
| <input checked="" 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.*

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|-------------------------------------|---|
| <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* |

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|--|---------------|
| Date & Time of Drill: | 2/18 @ 1:14am |
| Time required to evacuate/shelter/secure personnel: | 45 seconds |
| Total Number of Participants: | 125 approx |

Drill Remarks or Observations: one classroom's window-covering was curled and exposed the classroom and students, a new product will be used.

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| Name of School Principal (or designee): | J. Marshall / A. Trevino |
| Signature of School Principal: | A. Trevino |

If drill is conducted by someone other than school principal

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|---|---------------------------|
| Name & Title of Person Conducting Drill: | Ashela Trevino, Secretary |
|---|---------------------------|

Drill Coordinated With

Name & Title

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

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