

Mason County School Emergency Drills Documentation Form

Reporting School:	PMECC
School Year:	2020-2021
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	3/5

Type of Drill:

<input checked="" 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 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 8:45 AM
<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:	1-26-21 @ 8:45 a.m.
Time required to evacuate/shelter/secure personnel:	45 ^{sec} - 1 min
Total Number of Participants:	45 + staff
Drill Remarks or Observations:	
Excellent job! Unexpected drill. * remind staff re: Wearing Keys*	

Name of School Principal (or designee):	SARAH COOPER
Signature of School Principal:	
<i>If drill is conducted by someone other than school principal</i>	
Name & Title of Person Conducting Drill:	ASHLEA TREVINO

Drill Coordinated With

Name & Title

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

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