

# Mason County School Emergency Drills Documentation Form

|   |           |
|---|-----------|
| <b>Reporting School:</b>  | 2021-2022 |
| <b>School Year:</b>   | PMECC     |
| <b>Drill # for The School Year:</b><br><small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small> | 113       |

**Type of Drill:**

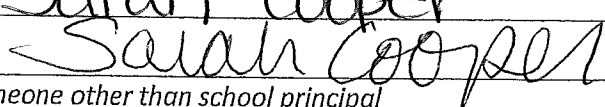
|                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year) |
| <input type="checkbox"/>            | Tornado Safety Drills (2 required in the school year;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

|                                     |   |            |
|-------------------------------------|---|------------|
| <input checked="" type="checkbox"/> | During class time   | @ 10:10 am |
| <input type="checkbox"/>            | In between classes/during class changes*  | 1 min      |
| <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* |            |

|  |                     |
|--|---------------------|
| <b>Date &amp; Time of Drill:</b>                           | 10/21/21 @ 10:10 am |
| <b>Time required to evacuate/shelter/secure personnel:</b> | 1 min               |
| <b>Total Number of Participants:</b>                       | 60                  |
| Drill Remarks or Observations:                             |                     |
|  |                     |
|  |                     |

|   |  |
|---|--|
| <b>Name of School Principal (or designee):</b>                      | Sarah Cooper   |
| <b>Signature of School Principal:</b>                               |  |
| <i>If drill is conducted by someone other than school principal</i> |  |
| <b>Name &amp; Title of Person Conducting Drill:</b>                 |  |

**Drill Coordinated With**

*Name & Title*

|                                   |  |
|-----------------------------------|--|
| Emergency Management Coordinator: |  |
| Law Enforcement Agency:           |  |
| Fire Department:                  |  |

Submit Completed Forms to the Mason County Emergency Management Office  
Fax 231-845-0911 or [emergency.management@masoncounty.net](mailto:emergency.management@masoncounty.net)