

# Mason County School Emergency Drills Documentation Form

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

**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.*

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

**Date & Time of Drill:**

10/23 9:30

**Time required to evacuate/shelter/secure personnel:**

24 sec. (to get from gym to class)

**Total Number of Participants:**

135

**Drill Remarks or Observations:**

all doors were "booted" + windows covered.

**Name of School Principal (or designee):**

Julie Marshall

**Signature of School Principal:**

*Julie Marshall*

*If drill is conducted by someone other than school principal*

**Name & Title of Person Conducting Drill:**

**Drill Coordinated With**

*Name & Title*

|                                     |                                   |            |
|-------------------------------------|-----------------------------------|------------|
| <input type="checkbox"/>            | 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](mailto:emergency.management@masoncounty.net)