

# Mason County School Emergency Drills Documentation Form

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

**Type of Drill:**


___	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
___	Tornado Safety Drills (2 required in the school year; 1 in March)
___	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
___	School Bus Emergency Evacuation Drill (3 required; Forward, rear, and both)

**Time of Drill:**

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

___	During class time
___	In between classes/during class changes*
___	Recess or lunch time*
___	Other time when a significant number of the students are gathered but not in the classroom*

<b>Date &amp; Time of Drill:</b>			
<b>Time required to evacuate/shelter/secure all personnel:</b> <small>(i.e. Last person to check or leave building)</small>			
<b>Total Number of Participants:</b>			
<b>Enhancements Made To Drill:</b> <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>			
<b>Drill Remarks or Observations:</b>			

<b>Name of School Principal (or designee):</b>	
<b>Signature of School Principal:</b>	
<b>Name &amp; Title of Person Conducting Drill:</b> <small>If drill conducted by someone other than principal</small>	

**Public Safety Agency Present For Drill**

*Name & Title*

___	Emergency Management Coordinator:	
___	Law Enforcement Agency:	
___	Fire Department:	

Submit Completed Forms to the Mason County Emergency Management Office  
emergency.management@masoncounty.net