## Mason County School Emergency Drills Documentation Form

Reporting School:	
School Year:	
Drill # for The School Year: (Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)	
Type of Drill:	
Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)	
Tornado Safety Drills (2 required	d in the school year; 1 in March)
Lock Down/Shelter-In-Place (3 r	equired; 1 before December & 1 after January)
School Bus Emergency Evacuation	on Drill (3 required; Forward, rear, and both)
Time of Drill: *A	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 nu	umber of the students are gathered but not in the classroom*
Date & Time of Drill:	
Time required to evacuate/shelter/sec	ure all personnel:
(i.e. Last person to check or leave building)	
Total Number of Participants:	
Enhancements Made To Drill:  Fire exit blocked, Scenario given, Missing Student, etc.	
Drill Remarks or Observations:	
Name of School Principal (or design	nee)·
Signature of School Principal:	
Name & Title of Person Conducting If drill conducted by someone other than pr	
Public Safety Agency Present For Dril	<b>II</b> Name & Title
Emergency Management Coordi	nator:
Law Enforcement Agency:	
Fire Department:	

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