

Mason County School Emergency Drills Documentation Form

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| Reporting School: | <i>Ludington Elementary School</i> |
| School Year: | <i>2023-2024</i> |
| Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small> | <i># 1 of 3 Lockdown</i> |

Type of Drill:


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| ___ | 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) |
| _X_ | 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.*

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

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| Date & Time of Drill: | <i>10/16/23 8:45 AM</i> | |
| Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave the building)</small> | <i>3:15 to clear all wings and make sure everything was locked.</i> | |
| Total Number of Participants: | <i>920 including staff and students Y5's to 5th grade.</i> | |
| Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small> | <i>None</i> | |
| Drill Remarks or Observations: <i>None for this practice drill.</i> | | |

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| Name of School Principal (or designee): | <i>Tim Hansen</i> |
| Signature of School Principal: |  |
| Name & Title of Person Conducting Drill: <i>If drill conducted by someone other than principal</i> | N/A |

Public Safety Agency Present For Drill *Name & Title*

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|-------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> | Emergency Management Coordinator: | |
| <input checked="" type="checkbox"/> | Law Enforcement Agency: | Mason County Sheriff's Office (Dep. Barnett.) |
| <input type="checkbox"/> | Fire Department: | |

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

Updated: December 2017