

# Mason County School Emergency Drills Documentation Form

<b>Reporting School:</b>	Lakeview Elementary
<b>School Year:</b>	2016-2017
<b>Drill # for The School Year:</b> <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#1/5 Fire

**Type of Drill:**

<input checked="" 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 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
<input type="checkbox"/>	In between classes/during class changes*
<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>	9/23/16 10:15 am
<b>Time required to evacuate/shelter/secure personnel:</b>	2:05
<b>Total Number of Participants:</b>	218 + Staff
<b>Drill Remarks or Observations:</b>	
Students and staff exited the building quickly.	

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

**Drill Coordinated With**

*Name & Title*

<input type="checkbox"/>	Emergency Management Coordinator:	
<input checked="" type="checkbox"/>	Law Enforcement Agency:	Tony Kuster SRO
<input type="checkbox"/>	Fire Department:	

Submit Completed Forms to the Mason County Emergency Management Office  
Fax 231-845-0911 or emergency.management@masoncounty.net