

# 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> <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	4/5

**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 type="checkbox"/>	During class time
<input checked="" type="checkbox"/>	In between classes/during class changes* (Gym/Library)
<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*

**Date & Time of Drill:**

3/21/18

**Time required to**

**evacuate/shelter/secure personnel:**

5s. See

**Total Number of Participants:**

115

Drill Remarks or Observations:


**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)