

# Mason County School Emergency Drills Documentation Form

<b>Reporting School:</b>	Ludington High School / OJ DeJonge Middle School
<b>School Year:</b>	2023-2024
<b>Drill # for The School Year:</b> <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#2 of 5 Fire Drill

**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)
<input type="checkbox"/>	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.*

<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>	10/17/2023		
<b>Time required to evacuate/shelter/secure all personnel:</b> <small>(i.e. Last person to check or leave building)</small>	3:01		
<b>Total Number of Participants:</b>	1200		
<b>Enhancements Made To Drill:</b> <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>			
<b>Drill Remarks or Observations:</b>	Well executed drill		

<b>Name of School Principal (or designee):</b>	Michael Hart / Steve Forsberg
<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*

<input checked="" type="checkbox"/>	Emergency Management Coordinator:	Heath Scarbrough, Mason County EM Coord.
<input type="checkbox"/>	Law Enforcement Agency:	
<input type="checkbox"/>	Fire Department:	

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