

Mason County School Emergency Drills Documentation Form

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

Type of Drill:

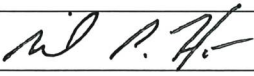
<input checked="" type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
<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*

Date & Time of Drill:	9/12/2023; 2:05 pm		
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>	3 minutes, 15 seconds		
Total Number of Participants:	1200		
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>	Unannounced; construction dust caused alarm		
Drill Remarks or Observations:	School personnel followed protocols with an unannounced drill		

Name of School Principal (or designee):	Michael Hart
Signature of School Principal:	
Name & Title of Person Conducting Drill: <small>If drill conducted by someone other than principal</small>	

Public Safety Agency Present For Drill

Name & Title

<input type="checkbox"/>	Emergency Management Coordinator:	
<input checked="" type="checkbox"/>	Law Enforcement Agency:	Austin Morris, SRO
<input type="checkbox"/>	Fire Department:	

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