

Mason County School Emergency Drills Documentation Form

Reporting School:	Pere Marquette Early Childhood
School Year:	2015-2016
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	2/3

Type of Drill:

<input 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 checked="" 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 <i>one class in gym</i>
<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:	<i>1/11/2016 10:00 am</i>
Time required to evacuate/shelter/secure personnel:	<i>secured in 1 minute 6 seconds checked in 2 minutes 6 seconds</i>
Total Number of Participants:	<i>130</i>
Drill Remarks or Observations:	
<i>Excellent Job Everyone!</i>	

Name of School Principal (or designee):	<i>Julianne Marshall</i>
Signature of School Principal:	
<i>If drill is conducted by someone other than school principal</i>	
Name & Title of Person Conducting Drill:	<i>Karen Smith - Secretary</i>

Drill Coordinated With

Name & Title:

Emergency Management Coordinator:	
Law Enforcement Agency:	<i>Tony Kuster - Police Liaison</i>
Fire Department:	

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