

Mason County School Emergency Drills Documentation Form

Reporting School:	PMECC
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	Fire #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 type="checkbox"/>	In between classes/during class changes*
<input checked="" 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: 5/18/15	11:00
Time required to evacuate/shelter/secure personnel:	2 min
Total Number of Participants:	157
Drill Remarks or Observations: Good drill	
5 classes out for recess. lined up quickly, counted students <u>No alarm sound outside!</u>	

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

Drill Coordinated With

Name & Title

Emergency Management Coordinator:	officer Kuster
Law Enforcement Agency:	
Fire Department:	

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

Mason County School Emergency Drills Documentation Form

Reporting School:	Ludington High School / Middle School
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	Fire Drill

Type of Drill:

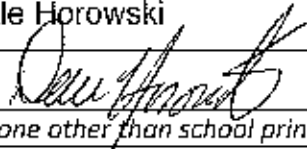
<input checked="" type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)

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*
<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:	5-18-15 1:00
Time required to evacuate/shelter/secure personnel:	1:25
Total Number of Participants:	1200 students
Drill Remarks or Observations:	

Name of School Principal (or designee):	Dale Horowski
Signature of School Principal:	
<i>If drill is conducted by someone other than school principal</i>	
Name & Title of Person Conducting Drill:	Dan Mesyar- Safety Director

Drill Coordinated With

Name & Title

Emergency Management Coordinator:	
Law Enforcement Agency:	Tony Kuster SRO
Fire Department:	

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Mason County School Emergency Drills Documentation Form

Reporting School:	Lakeview
School Year:	2014 - 2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#3 #4

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)

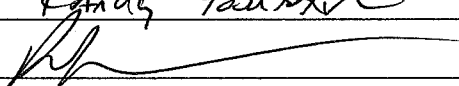
Time of Drill:

** At least one drill is required to not be during class time.*

<input type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes*
<input type="checkbox"/>	Recess or lunch time*
<input checked="" type="checkbox"/>	Other time when a significant number of the students are gathered but not in the classroom*

8:45 am Monday Morning Assembly

Date & Time of Drill:	5/18/15 - 8:45 AM
Time required to evacuate/shelter/secure personnel:	1:17 Sec
Total Number of Participants:	286 students & parents
Drill Remarks or Observations:	Exited at south doors → 2nd grade Exited at Northwest doors - 1 st & K

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

Drill Coordinated With

Name & Title

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

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Mason County
School Emergency Drills Documentation Form

Reporting School:	Journey Junior/Senior High School
School Year:	2014-2015
Drill # for The School Year:	#4

Type of Drill:

<input checked="" type="checkbox"/>	Fire Drill (6 required; 4 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (2 required)

Time of Drill:

<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:	5/15/15 @ 10:50
Time required to evacuate/shelter/secure personnel:	5:00 Minutes
Total Number of Participants:	61
Drill Remarks or Observations:	
None	

Name & Title of Person Conducting Drill:	James Bandstra
Signature of Person Conducting Drill:	James Bandstra

Drill Coordinated With

Name & Title

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

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Mason County School Emergency Drills Documentation Form

Reporting School:	Foster Elementary School
School Year:	2014-2015
Drill # for The School Year:	2

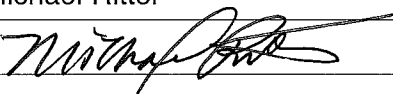
Type of Drill:

<input type="checkbox"/>	Fire Drill (6 required; 4 drills in the fall, 2 in the remaining school year)
<input checked="" type="checkbox"/>	Tornado Safety Drills (2 required in the school year)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (2 required)

Time of Drill:

<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:	3/26/2015
Time required to evacuate/shelter/secure personnel:	Approximately 1 minute on average
Total Number of Participants:	470+ staff
Drill Remarks or Observations:	
Teachers completed their drills @ 3:00 pm	

Name & Title of Person Conducting Drill:	Michael Ritter
Signature of Person Conducting Drill:	

Drill Coordinated With

Name & Title

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

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Mason County School Emergency Drills Documentation Form

Reporting School:	Franklin Elementary
School Year:	2014-2015
Drill # for The School Year:	#2/2

Type of Drill:

<input type="checkbox"/>	Fire Drill (6 required; 4 drills in the fall, 2 in the remaining school year)
<input checked="" type="checkbox"/>	Tornado Safety Drills (2 required in the school year)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (2 required)

Time of Drill:

<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:	3/26/2015 9:45
Time required to evacuate/shelter/secure personnel:	2 Minutes
Total Number of Participants:	294
Drill Remarks or Observations:	

Name & Title of Person Conducting Drill:	Jan Jackoviak
Signature of Person Conducting Drill:	Jan Jackoviak

Drill Coordinated With

Name & Title

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

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Mason County School Emergency Drills Documentation Form

Reporting School:	Ludington High School / Middle School
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	Tornado #2

Type of Drill:

<input type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input checked="" 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*

Date & Time of Drill:	3-26-15 12:55
Time required to evacuate/shelter/secure personnel:	2:00
Total Number of Participants:	1200 students
Drill Remarks or Observations:	

Name of School Principal (or designee):	Dale Horowski
Signature of School Principal:	
<i>If drill is conducted by someone other than school principal</i>	
Name & Title of Person Conducting Drill:	Dan Mesyar- Safety Director

Drill Coordinated With

Name & Title

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

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Mason County School Emergency Drills Documentation Form

Reporting School:	PMECC
School Year:	2014/2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	# 3

Type of Drill:

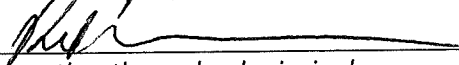
<input checked="" type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)

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*

Date & Time of Drill:	3-26-2015
Time required to evacuate/shelter/secure personnel:	2 minutes 30 seconds
Total Number of Participants:	105
Drill Remarks or Observations:	2015 Snowy day in March Tajama day!! Kids shivered and did a great job!!

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

Drill Coordinated With

Name & Title

Emergency Management Coordinator:	
<input checked="" type="checkbox"/> Law Enforcement Agency:	Officer Koster / Van Wayan
Fire Department:	School Safety Officer

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Mason County School Emergency Drills Documentation Form

Reporting School:	Lakeview Elementary	
School Year:	2014-2015	
Drill # for The School Year:	Severe Weather Drill # 2	

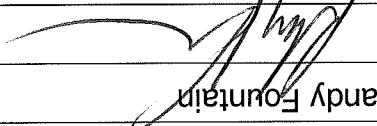
Type of Drill:

Fire Drill (6 required; 4 drills in the fall, 2 in the remaining school year)	<input type="checkbox"/>
Tornado Safety Drills (2 required in the school year)	<input checked="" type="checkbox"/>
Lock Down/Shelter-In-Place (2 required)	<input type="checkbox"/>

Time of Drill:

During class time	<input type="checkbox"/>
In between classes/during class changes	<input type="checkbox"/>
Recess or lunch time	<input checked="" type="checkbox"/>
Other time when a significant number of the students are gathered but not in the classroom	<input type="checkbox"/>

Date & Time of Drill:	3/26/15	
Time required to evacuate/shelter/secure personnel:	2nd Grade - 1:13, First Grade - 1:18, Kinder - 1:11	
Total Number of Participants:	275	
Drill Remarks or Observations:		
Students practiced coming in off of the playground when there is a threat of sever weather.		

Name & Title of Person Conducting Drill:	Randy Fountain
Signature of Person Conducting Drill:	

Drill Coordinated With		
Name & Title		<input type="checkbox"/>
Emergency Management Coordinator:		<input type="checkbox"/>
Law Enforcement Agency:	Officer Kuster, Dan Meyers LASD Rep.	<input checked="" type="checkbox"/>
Fire Department:		<input type="checkbox"/>

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Mason County School Emergency Drills Documentation Form

Reporting School:	PM ECC
School Year:	2014/2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	# 2

Type of Drill:

<input type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input checked="" 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*

Date & Time of Drill:	10:02
Time required to evacuate/shelter/secure personnel:	2 min
Total Number of Participants:	116
Drill Remarks or Observations:	

Name of School Principal (or designee):	Julie Marshall
Signature of School Principal:	<i>Julie Marshall</i>
<small>If drill is conducted by someone other than school principal</small>	
Name & Title of Person Conducting Drill:	Julie Marshall - Building Director

Drill Coordinated With

Name & Title

Emergency Management Coordinator:	
Law Enforcement Agency:	T. Kuster
Fire Department:	

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Fax 231-845-0911 or emergency.management@masoncounty.net

From: **Jamie Bandstra** (jbandstra@lasd.net)
 Subject: Emergency Drills
 Date: March 4, 2015 at 3:35 PM
 To: Brenda Andersen (bandersen@lasd.net)



Mason County School Emergency Drills Documentation Form

Reporting School:	Journey Junior/Senior High School
School Year:	2014-2015
Drill # for The School Year:	#7

Type of Drill:

<input type="checkbox"/>	Fire Drill (6 required; 4 drills in the fall, 2 in the remaining school year)
<input checked="" type="checkbox"/>	Tornado Safety Drills (2 required in the school year)
<input type="checkbox"/>	Lock Down/Shelter-in-Place (2 required)

Time of Drill:

<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:	3-4-15 @ 2:23
Time required to evacuate/shelter/secure personnel:	1:32 Minutes
Total Number of Participants:	52
Drill Remarks or Observations:	None

Name & Title of Person Conducting Drill:	James Bandstra
Signature of Person Conducting Drill:	James Bandstra

Drill Coordinated With

Name & Title

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

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**Mason County
School Emergency Drills Documentation Form**

Reporting School:	Journey Junior/Senior High School
School Year:	2014-2015
Drill # for The School Year:	#6

Type of Drill:

<input type="checkbox"/>	Fire Drill (6 required; 4 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year)
<input checked="" type="checkbox"/>	Lock Down/Shelter-in-Place (2 required)

Time of Drill:

<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:	1-22-15 @ 2:15
Time required to evacuate/shelter/secure personnel:	2:32 Minutes
Total Number of Participants:	69
Drill Remarks or Observations:	None

Name & Title of Person Conducting Drill:	James Bandstra
Signature of Person Conducting Drill:	James Bandstra

Drill Coordinated With	Name & Title
<input type="checkbox"/> Emergency Management Coordinator:	
<input checked="" type="checkbox"/> Law Enforcement Agency:	Tony Kuster
<input type="checkbox"/> Fire Department:	

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Mason County School Emergency Drills Documentation Form

Reporting School:	Ludington High School / Middle School
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	Lockdown

Type of Drill:

___	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
___	Tornado Safety Drills (2 required in the school year; 1 in March)
X	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)

Time of Drill:

X	During class time
___	In between classes/during class changes*
___	Recess or lunch time*
___	Other time when a significant number of the students are gathered but not in the classroom*

** At least one drill is required to not be during class time.*

Date & Time of Drill:	1/22/15	8:30	
Time required to evacuate/shelter/secure personnel:	45 sec		
Total Number of Participants:	1200 students		
Drill Remarks or Observations:	All interior and exterior doors locked within 45 sec.		

Name of School Principal (or designee):	Dale Horowski
Signature of School Principal:	
<i>if drill is conducted by someone other than school principal</i>	
Name & Title of Person Conducting Drill:	Dan Mesyar- Safety Director

Drill Coordinated With

	Name & Title
Emergency Management Coordinator:	
Law Enforcement Agency:	Tony Kuster SRO
Fire Department:	

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Mason County School Emergency Drills Documentation Form

Reporting School:	Foster Elementary School
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#1 - Fire Drill

Type of Drill:

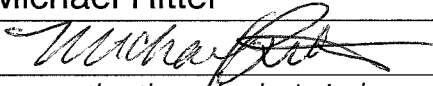
<input checked="" type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)

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:	Sept. 18, 2014
Time required to evacuate/shelter/secure personnel:	75 seconds
Total Number of Participants:	472 Students + 42 Staff = 514
Drill Remarks or Observations:	

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

Drill Coordinated With

Name & Title

Emergency Management Coordinator:	
Law Enforcement Agency:	Tony Kuster
Fire Department:	

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Mason County School Emergency Drills Documentation Form

Reporting School:	Foster Elementary School
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#1 - Tornado Drill / Extreme Weather

Type of Drill:

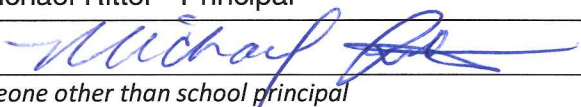
<input type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input checked="" type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)

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*

Date & Time of Drill:	September 18, 2014
Time required to evacuate/shelter/secure personnel:	No time taken
Total Number of Participants:	472 students + 42 staff = 514
Drill Remarks or Observations:	Students practiced our tornado drill five minutes prior to lunch.

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

Drill Coordinated With

Name & Title

	Emergency Management Coordinator:	
<input checked="" type="checkbox"/>	Law Enforcement Agency:	Shared date/time with Mr. Kuster
	Fire Department:	

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Mason County School Emergency Drills Documentation Form

Reporting School:	Franklin Elementary
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#115

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*

Date & Time of Drill:	9-18-2014 1:00
Time required to evacuate/shelter/secure personnel:	2:05
Total Number of Participants:	270
Drill Remarks or Observations:	

Name of School Principal (or designee):	Jan Jackoviak
Signature of School Principal:	J. Jackoviak
<i>If drill is conducted by someone other than school principal</i>	
Name & Title of Person Conducting Drill:	Jan Jackoviak

Drill Coordinated With

Name & Title

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

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Mason County School Emergency Drills Documentation Form

Reporting School:	Ludington High School / Middle School
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	1/5 Fire

Type of Drill:

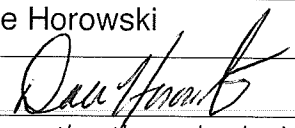
<input checked="" type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)

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*

Date & Time of Drill:	9-18 8:30
Time required to evacuate/shelter/secure personnel:	1:07
Total Number of Participants:	1200 students
Drill Remarks or Observations: I was really impressed how quickly the students and staff exited the complex.	

Name of School Principal (or designee):	Dale Horowski
Signature of School Principal:	
<i>If drill is conducted by someone other than school principal</i>	
Name & Title of Person Conducting Drill:	Dan Mesyar- Safety Director

Drill Coordinated With

Name & Title

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

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

Mason County School Emergency Drills Documentation Form

Reporting School:	Ludington High School
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	1/2 Tornado

Type of Drill:	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)	<input type="checkbox"/>

Time of Drill: <small>* At least one drill is required to not be during class time.</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">During class time</td> <td style="width: 5%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>In between classes/during class changes*</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Recess or lunch time*</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other time when a significant number of the students are gathered but not in the classroom*</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	During class time	<input checked="" 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*	<input type="checkbox"/>
During class time	<input checked="" 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*	<input type="checkbox"/>								

Date & Time of Drill:	10/2/2014	Time required to evacuate/shelter/secure personnel:	2:00	Total Number of Participants:	1200	Drill Remarks or Observations:	
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Name of School Principal (or designee):	Dale Horvath
Signature of School Principal:	<i>Dale Horvath</i>
<small>If drill is conducted by someone other than school principal</small>	
Name & Title of Person Conducting Drill:	
Dean Mesyan Asst Principal / Safety Director	

Drill Coordinated With	
Name & Title	
Emergency Management Coordinator:	
Law Enforcement Agency:	Tony Kuster SRD
Fire Department:	

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Fax 231-845-0911 or emergency.management@masoncounty.net

Mason County School Emergency Drills Documentation Form

Reporting School:	Foster Elementary School
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#1 - Tornado

Type of Drill:

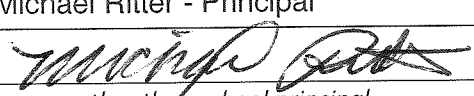
<input type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input checked="" type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)

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*

Date & Time of Drill:	10/2/14
Time required to evacuate/shelter/secure personnel:	No time taken
Total Number of Participants:	472 students + 42 staff = 514
Drill Remarks or Observations:	

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

Drill Coordinated With

Name & Title

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

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Mason County School Emergency Drills Documentation Form

Reporting School:	Lakeview Elementary
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	# 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	8:45 AM
<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:	9/1/15 - 8:45 AM
Time required to evacuate/shelter/secure personnel:	2:33 sec
Total Number of Participants:	300
Drill Remarks or Observations:	

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

Drill Coordinated With

Name & Title

	Emergency Management Coordinator:	
<input checked="" type="checkbox"/>	Law Enforcement Agency:	Officer Kuster / Det. MaySat
<input type="checkbox"/>	Fire Department:	

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Fax 231-845-0911 or emergencymanagement@masoncounty.net

Mason County School Emergency Drills Documentation Form

Reporting School:	Pere Marquette
School Year:	2014/2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	# 1

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*

Date & Time of Drill:	9/18 - 9:30 + 2:15
Time required to evacuate/shelter/secure personnel:	2 min. 1:44
Total Number of Participants:	167 2:15 66
Drill Remarks or Observations:	
3 doors were not shut, all instructors had class rosters	

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

Drill Coordinated With

Name & Title

Emergency Management Coordinator:	
Law Enforcement Agency:	T. Kuster
Fire Department:	

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Mason County School Emergency Drills Documentation Form

Reporting School:	Foster Elementary School
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#1/3 Lockdown

Type of Drill:

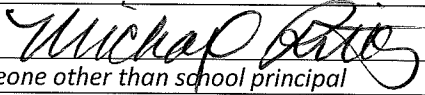
<input type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input checked="" type="checkbox"/>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)

Time of Drill:

** At least one drill is required to not be during class time.*

<input type="checkbox"/>	During class time
<input checked="" type="checkbox"/>	In between classes/during class changes* During class/specials switch time
<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:	October 17, 2014 @ 9:00 a.m.
Time required to evacuate/shelter/secure personnel:	30 seconds to secure and 3 minutes to check the building.
Total Number of Participants:	475+42=517
Drill Remarks or Observations: Students were quiet and not visible in any rooms. We did have one unsecured door.	

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

Drill Coordinated With

Name & Title

	Emergency Management Coordinator:	
	Law Enforcement Agency:	Officer Tony Kuster
	Fire Department:	

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Mason County School Emergency Drills Documentation Form

Reporting School:	Ludington High School
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	1/2 Tornado

Type of Drill:

<input type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input checked="" 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*

Date & Time of Drill:	10/2/2014
Time required to evacuate/shelter/secure personnel:	2:00
Total Number of Participants:	1200
Drill Remarks or Observations:	

Name of School Principal (or designee):	Dale Horowitz
Signature of School Principal:	<i>Dale Horowitz</i>
<i>If drill is conducted by someone other than school principal</i>	
Name & Title of Person Conducting Drill:	Dan Mesyan Asst. Principal / Safety Director

Drill Coordinated With

Name & Title

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

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Mason County School Emergency Drills Documentation Form

Reporting School:	
School Year:	
Drill # for The School Year:	

Type of Drill:

___	Fire Drill (6 required; 4 drills in the fall, 2 in the remaining school year)
___	Tornado Safety Drills (2 required in the school year)
___	Lock Down/Shelter-In-Place (2 required)

Time of Drill:

___	During class time
___	In between classes/during class changes
___	Recess or lunch time
___	Other time when a significant number of the students are gathered but not in the classroom

Date & Time of Drill:	
Time required to evacuate/shelter/secure personnel:	
Total Number of Participants:	
Drill Remarks or Observations:	

Name & Title of Person Conducting Drill:	
Signature of Person Conducting Drill:	

Drill Coordinated With

Name & Title

	Emergency Management Coordinator:	
	Law Enforcement Agency:	
	Fire Department:	

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Mason County School Emergency Drills Documentation Form

Reporting School:	Lakeview Elementary
School Year:	2014-2015
Drill # for The School Year:	# 1 Lockdown


Type of Drill:

<input type="checkbox"/>	Fire Drill (6 required; 4 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year)
<input checked="" type="checkbox"/>	Lock Down/Shelter-In-Place (2 required)

Time of Drill:

<input type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes
<input type="checkbox"/>	Recess or lunch time
<input checked="" type="checkbox"/>	Other time when a significant number of the students are gathered but not in the classroom

Date & Time of Drill:	10/17/2014
Time required to evacuate/shelter/secure personnel:	5 minutes
Total Number of Participants:	325
Drill Remarks or Observations:	
Lockdown "yellow" - remind teachers and students to go to nearest room when we go to lockdown.	

Name & Title of Person Conducting Drill:	Randy Fountain
Signature of Person Conducting Drill:	

Drill Coordinated With

Name & Title

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

Mason County School Emergency Drills Documentation Form

Reporting School:	Foster Elementary School
School Year:	2014-2015 School Year
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#2 Fire

Type of Drill:

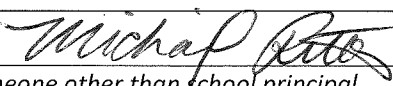
<input checked="" type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)

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*

Date & Time of Drill:	10/28/14 @ 9:00am
Time required to evacuate/shelter/secure personnel:	64 seconds or 1min. 4 seconds
Total Number of Participants:	520
Drill Remarks or Observations: Chief Funk and Liz Reimink conducted the drill with Mr. Ritter	

Name of School Principal (or designee):	Michael Ritter
Signature of School Principal:	
<i>If drill is conducted by someone other than school principal</i>	
Name & Title of Person Conducting Drill:	Chief Funk/Liz Reimink/Michael Ritter

Drill Coordinated With

Name & Title

Emergency Management Coordinator:	Liz Reimink
Law Enforcement Agency:	
Fire Department:	Chief Funk

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Mason County School Emergency Drills Documentation Form

Reporting School: P.M.E.C.C.	School Year: 2013/2014	Drill # for The School Year: # 2
(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)		

<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 type="checkbox"/>	In between classes/during class changes*
<input type="checkbox"/>	Recess or lunch time*
<input checked="" type="checkbox"/>	Other time when a significant number of the students are gathered but not in the classroom * <i>Background portable</i>

Date & Time of Drill:	10/28/14
Time required to evacuate/shelter/secure personnel:	2:10
Total Number of Participants:	130
Drill Remarks or Observations:	
2 unshut doors, 2 watch class lists portable does not have an alarm	

Name of School Principal (or designee):	J Marshall
Signature of School Principal:	<i>J Marshall</i>
If drill is conducted by someone other than school principal	
Name & Title of Person Conducting Drill:	
J Marshall, Building Director	

Drill Coordinated With	
Name & Title	
Emergency Management Coordinator:	
Law Enforcement Agency:	T. Kuster
Fire Department:	

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Fax 231-845-0911 or emergency.management@masoncounty.net

Mason County School Emergency Drills Documentation Form

Reporting School:	Lakeview Elementary
School Year:	2014-2015
Drill # for The School Year:	Fire Drill #3

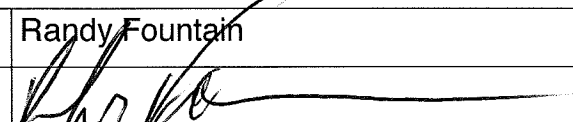
Type of Drill:

<input checked="" type="checkbox"/>	Fire Drill (6 required; 4 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (2 required)

Time of Drill:

<input type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes
<input checked="" 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:	11/20/2014
Time required to evacuate/shelter/secure personnel:	1 Min 47 Sec
Total Number of Participants:	285
Drill Remarks or Observations:	
This was in place of the 11/18 scheduled time. It was inclement weather on that day.	

Name & Title of Person Conducting Drill:	Randy Fountain
Signature of Person Conducting Drill:	

Drill Coordinated With

Name & Title

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

Mason County School Emergency Drills Documentation Form

Reporting School:	Ludington High School / Middle School
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	3/5 Fire

Type of Drill:

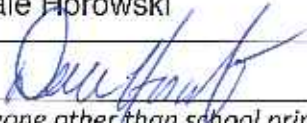
<input checked="" type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)

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*

Date & Time of Drill:	12-16-14 12:57
Time required to evacuate/shelter/secure personnel:	1:14
Total Number of Participants:	1200 students
Drill Remarks or Observations:	We were able to exit the building very quickly.

Name of School Principal (or designee):	Dale Horowski
Signature of School Principal:	
<i>If drill is conducted by someone other than school principal</i>	
Name & Title of Person Conducting Drill:	Dan Mesyar- Safety Director

Drill Coordinated With

Name & Title

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

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Mason County School Emergency Drills Documentation Form

Reporting School:	Franklin
School Year:	2014-2015
Drill # for The School Year:	#3/5

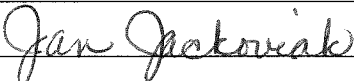
Type of Drill:

<input checked="" type="checkbox"/>	Fire Drill (6 required; 4 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (2 required)

Time of Drill:

<input type="checkbox"/>	During class time
<input checked="" 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:	12/19/2014
Time required to evacuate/shelter/secure personnel:	2 minutes 0 seconds
Total Number of Participants:	281
Drill Remarks or Observations:	

Name & Title of Person Conducting Drill:	Jan Jackoviak
Signature of Person Conducting Drill:	

Drill Coordinated With	<i>Name & Title</i>
<input type="checkbox"/>	Emergency Management Coordinator:
<input checked="" type="checkbox"/>	Law Enforcement Agency: Officer Tony Kuster
<input type="checkbox"/>	Fire Department:

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Mason County School Emergency Drills Documentation Form

Reporting School:	Franklin School
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	# 1/3

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
<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:	10/22/2014	10:00
Time required to evacuate/shelter/secure personnel:	1 minute	
Total Number of Participants:	308	
Drill Remarks or Observations:		

Name of School Principal (or designee):	Jan Jackoviak
Signature of School Principal:	<i>Jan Jackoviak</i>
<small>If drill is conducted by someone other than school principal</small>	
Name & Title of Person Conducting Drill:	

Drill Coordinated With

Name & Title

Emergency Management Coordinator:	
Law Enforcement Agency:	Tony Kuster
Fire Department:	

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Mason County School Emergency Drills Documentation Form

Reporting School:	Franklin Elementary School
School Year:	2014-2015
Drill # for The School Year:	#2/5

Type of Drill:

<input checked="" type="checkbox"/>	Fire Drill (6 required; 4 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (2 required)

Time of Drill:

<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:	10/28/2014
Time required to evacuate/shelter/secure personnel:	2 minutes 2 seconds
Total Number of Participants:	293
Drill Remarks or Observations:	
During the drill we discovered that room 3 should exit from the east exit door in the classroom.	

Name & Title of Person Conducting Drill:	Jan Jackoviak
Signature of Person Conducting Drill:	Jan Jackoviak

Drill Coordinated With	<i>Name & Title</i>
<input type="checkbox"/> Emergency Management Coordinator:	
<input checked="" type="checkbox"/> Law Enforcement Agency:	
<input type="checkbox"/> Fire Department:	

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Mason County School Emergency Drills Documentation Form

Reporting School:	Lakeview Elementary	
School Year:	2014-2015	
Drill # for The School Year:	Fire Drill #2	

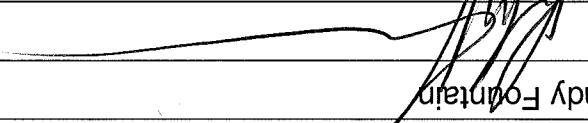
Type of Drill:

<input checked="" type="checkbox"/>	Fire Drill (6 required; 4 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (2 required)

Time of Drill:

<input type="checkbox"/>	During class time
<input checked="" 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:	10/28/2014	Time required to evacuate/shelter/secure personnel:	2 min 37 sec
Total Number of Participants:		275	
Drill Remarks or Observations:			
Changed some exit points from previous drill, to ease traffic flow. This worked better, Mrs. Sheren is exiting out the Northwest door.			

Name & Title of Person Conducting Drill:	Randy Fountain
Signature of Person Conducting Drill:	

Drill Coordinated With		
Name & Title	Emergency Management Coordinator:	<input type="checkbox"/>
	Law Enforcement Agency:	<input checked="" type="checkbox"/>
	Fire Department:	<input type="checkbox"/>

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

Mason County School Emergency Drills Documentation Form

Reporting School:	Journey
School Year:	2014 / 2014
Drill # for The School Year:	#5

Type of Drill:

<input checked="" type="checkbox"/>	Fire Drill (6 required; 4 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (2 required)

Time of Drill:

<input type="checkbox"/>	During class time
<input checked="" 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:	11/18/2014 9:53 A.M.
Time required to evacuate/shelter/secure personnel:	3:05 Minutes
Total Number of Participants:	73
Drill Remarks or Observations:	

Name & Title of Person Conducting Drill:	Brenda Andersen Admin. Asst.
Signature of Person Conducting Drill:	Brenda Andersen

Drill Coordinated With

Name & Title

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

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Mason County School Emergency Drills Documentation Form

Reporting School:	Journey Junior/Senior High School
School Year:	2014-2015
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#1 Tornado

Type of Drill:

<input type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input checked="" 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*

Date & Time of Drill:	10-6-14 @ 1:45 p.m.
Time required to evacuate/shelter/secure personnel:	2:56.4 Minutes
Total Number of Participants:	66
Drill Remarks or Observations: Teachers took longer than expected take attendance. Students were seated and in the hallway after about 1:30.0 minutes.	

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

Drill Coordinated With	Name & Title
Emergency Management Coordinator:	
Law Enforcement Agency:	
Fire Department:	

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Mason County School Emergency Drills Documentation Form

Reporting School:	Journey Junior/High School
School Year:	2014-2015
Drill # for The School Year:	#4

Type of Drill:

<input checked="" type="checkbox"/>	Fire Drill (6 required; 4 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year)
<input type="checkbox"/>	Lock Down/Shelter-In-Place (2 required)

Time of Drill:

<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:	10-29-14 @ 2:35PM
Time required to evacuate/shelter/secure personnel:	3:40.00
Total Number of Participants:	54
Drill Remarks or Observations:	
Drill went smoothly and all students exited the building without incident.	

Name & Title of Person Conducting Drill:	Jamie Bandstra
Signature of Person Conducting Drill:	Jamie Bandstra

Drill Coordinated With	<i>Name & Title</i>
<input checked="" type="checkbox"/> Emergency Management Coordinator:	Tony Kuster
<input type="checkbox"/> Law Enforcement Agency:	
<input type="checkbox"/> Fire Department:	

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