

Mason County School Emergency Drills Documentation Form

Reporting School:	Ludington Elementary School
School Year:	2023-2024
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	# 3 of 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)
<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 type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes*
<input checked="" type="checkbox"/>	Recess or lunchtime* (We had two grade levels at recess and two grades were at specials)
<input type="checkbox"/>	Other time when a significant number of the students are gathered but not in the classroom*

Date & Time of Drill:	11/6/23 2:00 PM		
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave the building)</small>	2 minutes and 45 seconds		
Total Number of Participants:	970 staff and students		
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>	None		
Drill Remarks or Observations: None			

Name of School Principal (or designee):	Tim Hansen
Signature of School Principal:	
Name & Title of Person Conducting Drill: <i>If drill conducted by someone other than principal</i>	N/A

Public Safety Agency Present For Drill *Name & Title*

—	Emergency Management Coordinator:	Heath Scarbrough, Emergency Manager
—	Law Enforcement Agency:	Dave Barnett, SRO
—	Fire Department:	Larry Gaylord, PM Fire Cheif

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

Updated: December 2017