

# Mason County School Emergency Drills Documentation Form

<b>Reporting School:</b>	Foster Elementary School
<b>School Year:</b>	2020-2021
<b>Drill # for The School Year:</b> <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	#2/2 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)
<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>	March 11, 2021		
<b>Time required to evacuate/shelter/secure all personnel:</b> <small>(i.e. Last person to check or leave building)</small>	NA		
<b>Total Number of Participants:</b>	376 students + staff		
<b>Enhancements Made To Drill:</b> <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>	none		
<b>Drill Remarks or Observations:</b>	Due to gathering restrictions and cohorting of students because of the pandemic, drills were completed independently during classroom time. Teachers went over location of tornado drill evacuation and the proper position to cover the neck and head.		

<b>Name of School Principal (or designee):</b>	Brian Dotson
<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 type="checkbox"/>	Emergency Management Coordinator:	
<input checked="" type="checkbox"/>	Law Enforcement Agency:	Office C. Skiba discussed protocol with principal
<input type="checkbox"/>	Fire Department:	

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