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12/19/17

MASON COUNTY CENTRAL

MASON COUNTY

SCHOOL EMERGENCY DRILLS DOCUMENTATION FORM

Reporting School:	MCC Upper Elementary
School Year:	2017/2018
Drill # for the School Year: (example: #3/5 Fire; #1/2 Tornado; #1/3 Lockdown)	# 1/2

Type of Drill:

<input type="checkbox"/>	Fire Drill (5 required; 3 drills by December 1 st , 2 in the remaining school year.)
<input checked="" type="checkbox"/>	Tornado Safety Drills (2 required in the school year, with 1 required in March)
<input type="checkbox"/>	Lock Down/Shelter-in-Place (3 required, with 1 due by December 1 and 1 due after January 1)

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:	12/7/17 1:05
Time required to evacuate/shelter/secure personnel:	2:28
Total Number of participants:	
Drill Remarks or Observations:	5 th Grade End took longer, but all kids knew what was expected by observation.
Name of School Principal (or designee):	
Signature of School Principal:	<i>[Signature]</i>
<i>If drill is conducted by someone other than school principal</i>	
Name & Title of Person Conducting Drill:	Lois Schneider

Drill Coordinated With

Name & Title

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

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