Montague Area Public Schools

Emergency Drill Documentation Form

**School Year 17-18**

Reporting School: RRO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Drill # For The School Year: #2\_\_\_\_\_\_\_\_



**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 must be held in March)

 \_X\_\_ Lock Down (3 required; 1 before December 1 & 1 after January 1)



**Time of Drill:**

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

\_\_x\_ During class time

\_\_x\_ In between classes/during class changes\*

\_\_x\_ Recess or lunch time\*

\_\_\_ Other time when a significant number of the students are gathered but not in the class room\*



Date of Drill: \_\_\_\_\_12-12-17\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Drill: \_\_\_\_\_\_\_\_\_2:50\_\_\_\_\_\_\_\_\_\_\_\_

Time Required to Evacuate/Shelter/Secure: 3 min 23 sec Total Number of Participants: 518 plus staff

Remarks/Observations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of School Principal (or designee): Jeff Henderson Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (if not conducted by Principal)



If the drill was coordinated with agencies such as Law Enforcement, Fire Department, or Emergency Management Coordinator, list agency, name, title here.

Agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_