Montague Area Public Schools

EMERGENCY DRILL DOCUMENTATION FORM

School Year 2017 18

Reporting School:	**NBC Middle School**
Drill # For The School Year: (Example #2/5 Fire; 1/2 Tornado; 1/3 Lockdown)	**Lock Down #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
___	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 class room*

Date of Drill:	**12/20/2017**
Time of Drill:	**7:44 A.M.**
Time Required to Evacuate/Shelter/Secure:	**10 seconds**
Total Number of Participants:	**378**
Drill Remarks or Observations: Drill began at 7:44. Few reminders given. Drill did not end until each door was released by office personnel.	

Name of School Principal *(or designee)*:	James Perreault
Signature of School Principal:	
If drill is conducted by someone other than School Principal:	
Name & Title of Person Conducting Drill:	Principal

Drill Coordinated With:

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

(Send completed report to the Superintendent's office)

Michigan Compiled Laws