

Montague Area Public Schools

Emergency Drill Documentation Form

School Year 22-23

Reporting School: _____ RRO _____

Drill # For The School Year: _____ #1 _____

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)
 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.

- 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: _____ 9/1/2022 _____ Time of Drill: _____ 2:20 p.m. _____

Time Required to Evacuate/Shelter/Secure: _____ 5 _____ Total Number of Participants: _____ 500 _____

Remarks/Observations: _____ some windows were open _____

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: _____