

# Montague Area Public Schools

## Emergency Drill Documentation Form

### School Year 24-25

Reporting School: \_\_\_\_\_

Drill # For The School Year: \_\_\_\_\_

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### 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)
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### 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\*
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Date of Drill: \_\_\_\_\_ Time of Drill: \_\_\_\_\_

Time Required to Evacuate/Shelter/Secure: \_\_\_\_\_ Total Number of Participants: \_\_\_\_\_

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

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Name of School Principal (or designee): \_\_\_\_\_ Title: \_\_\_\_\_  
(if not conducted by Principal)

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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: \_\_\_\_\_