

Mason County School Emergency Drills Documentation Form

Reporting School:	
School Year:	
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	

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 in March)
___	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
___	School Bus Emergency Evacuation Drill (3 required; Forward, rear, and both)

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 classroom*

Date & Time of Drill:			
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>			
Total Number of Participants:			
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>			
Drill Remarks or Observations:			

Name of School Principal (or designee):	
Signature of School Principal:	
Name & Title of Person Conducting Drill: <small>If drill conducted by someone other than principal</small>	

Public Safety Agency Present For Drill

Name & Title

___	Emergency Management Coordinator:	
___	Law Enforcement Agency:	
___	Fire Department:	

Submit Completed Forms to the Mason County Emergency Management Office
emergency.management@masoncounty.net