### School Emergency Drills Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Time of Drill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Drill (5 required)</td>
<td>Standard 10:30</td>
</tr>
<tr>
<td>Tornado Drill (2 required, one in March)</td>
<td>Class Change</td>
</tr>
<tr>
<td>Lock Down (3 required)</td>
<td>Recess</td>
</tr>
<tr>
<td>Lockdown (recess or cafeteria)</td>
<td>Other Events</td>
</tr>
<tr>
<td>Lockdown (Air handlers off, reacting to hazardous material)</td>
<td></td>
</tr>
</tbody>
</table>

Name of Reporting School: Manistee Area MITS

Date of Drill: 3/2/19  Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min

Total Participants: 460

Remarks: no incidents

This report is for emergency drill #4 for school year 2016/17

Name of person conducting drill: John Shiner

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- Emergency Management Coordinator
  Name & Title

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
  Name & Title: [Signature] MPS

OR

- Fire (fire chief or designee)
  Name & Title: [Signature] MPS