School Emergency Drills
Documentation Form

Type of Drill
✓ Fire Drill (5 required)
   ___ Tornado Drill (2 required, one in March
   ___ Lock Down (3 required)
   ___ Lockdown (recess or cafeteria)
   ___ Lockdown (Air handlers off, reacting to hazardous material)

Time of Drill
✓ Standard
   ___ Class Change
   ___ Recess
   ___ Other Events

Name of Reporting School: Manistee H.S

Date of Drill: 9/26
Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min

Total Participants: 410

Remarks: No problems

This report is for emergency drill #2 for school year 2017/18

Name of person conducting drill: Jan Shaffer

Title of person conducting drill: Principal

Signature of person conducting drill:

Drill Was Coordinated With:
✓ Emergency Management Coordinator
   Name & Title Bob Murdock

AND
   □ Law Enforcement (county sheriff or chief of police or designee or MSP)
   Name & Title

OR
   □ Fire (fire chief or designee)
   Name & Title