

# Mason County School Emergency Drills Documentation Form

<b>Reporting School:</b>	West Shore ESD
<b>School Year:</b>	December 11th, 2020-2021
<b>Drill # for The School Year:</b> <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	2/3 Lockdown Drill

## Type of Drill:

<input type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input checked="" type="checkbox"/>	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
<input type="checkbox"/>	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.*

<input checked="" type="checkbox"/>	During class time
<input type="checkbox"/>	In between classes/during class changes*
<input type="checkbox"/>	Recess or lunch time*
<input type="checkbox"/>	Other time when a significant number of the students are gathered but not in the classroom*

<b>Date &amp; Time of Drill:</b>	12-10-2020 2:00pm		
<b>Time required to evacuate/shelter/secure all personnel:</b> <small>(i.e. Last person to check or leave building)</small>	10 Minutes		
<b>Total Number of Participants:</b>	+40		
<b>Enhancements Made To Drill:</b> <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>	Followed MDE In-Person Instruction and COVID-19 guidelines		
<b>Drill Remarks or Observations:</b>			
Teachers, staff and children maintained social distancing while securing safety in classrooms and designated safe locations.			
Clear instruction was provided to the children and staff to shelter-in-place in a secure lockdown location.			

<b>Name of School Principal (or designee):</b>	Mike Jeruzal
<b>Signature of School Principal:</b>	
<b>Name &amp; Title of Person Conducting Drill:</b> <small>If drill conducted by someone other than principal</small>	Todd Hamilton Behavior Management/Safety Coordinator

## Public Safety Agency Present For Drill

*Name & Title*

<input type="checkbox"/>	Emergency Management Coordinator:	
<input type="checkbox"/>	Law Enforcement Agency:	
<input type="checkbox"/>	Fire Department:	

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