

# Mason County School Emergency Drills Documentation Form

<b>Reporting School:</b>	West Shore ESD
<b>School Year:</b>	October 15, 2020 - 2021
<b>Drill # for The School Year:</b> <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	1/2 Tornado Drill

## Type of Drill:

<input type="checkbox"/>	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
<input checked="" type="checkbox"/>	Tornado Safety Drills (2 required in the school year; 1 in March)
<input 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>	10-15-2020      11:40am to 12:30pm
<b>Time required to evacuate/shelter/secure all personnel:</b> <small>(i.e. Last person to check or leave building)</small>	50 Minutes
<b>Total Number of Participants:</b>	+50
<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> Performed building walk through and individually provided shelter instruction in all departments. Classroom discussion with teachers and staff about possible options and strategies of exercise.	
Maintained social distancing and covered alternative location of shelter based on location of children at time of drill.	

<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