Mason County
School Emergency Drills Documentation Form

Reporting School:	West Shore Educational Service District
School Year:	2019-20
Drill # for The School Year: (Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)	1/3

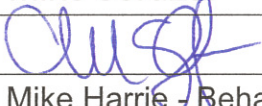## Type of Drill:

____	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)
X	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.*

X	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:	10/29/2019 @ 1:30 p.m.
Time required to evacuate/shelter/secure all personnel: (i.e. Last person to check or leave building)	5 min
Total Number of Participants:	40+
Enhancements Made To Drill: Fire exit blocked, Scenario given, Missing Student, etc.	

Drill Remarks or Observations: Drill went well overall and staff took shelter in appropriate locations.

There was an issue with a staff member not having a proper key to complete responsibilities and that was corrected after

debriefing the drill. Also, provided guidance to a teacher that was outside the classroom with a student at the time of the drill.

Name of School Principal (or designee):	Mike Jeruzal
Signature of School Principal:	
Name & Title of Person Conducting Drill: If drill conducted by someone other than principal	Mike Harrie - Behavior Management / Safety Coordinator

Public Safety Agency Present For Drill   *Name & Title*

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