

Mason County School Emergency Drills Documentation Form

Reporting School:	West Shore E.S.D.
School Year:	2019-20
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	2/3

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*

Date & Time of Drill:	12 / 04 / 2019 @ 2 p.m.		
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave building)</small>	4 min		
Total Number of Participants:	40+		
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>			
Drill Remarks or Observations:	Staff took shelter in appropriate locations, but due to communicati issue the lockdown software was not activated. Debriefed with staff and covered that topic. During drill, problem with lock was identified. Locksmith was contacted to fix issue.		

Name of School Principal (or designee):	Kim Beardstee
Signature of School Principal:	Kim R Beardstee
Name & Title of Person Conducting Drill: <small>If drill conducted by someone other than principal</small>	Michael Harrie Supervisor of Transportation and Safety

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