

**Mona Shores Public Schools
School Emergency Drills Documentation Form**

School Year: 2019 -2020

Building: Lincoln Park Elementary	Name of Person Coordinating Drill: Shari Ralston
Date of Drill: 3/3/20	Title of Person Coordinating Drill: Principal

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill	Class Change	Lunch/Recess	Other Time
Fire Drill <u>Minimum of 5 required:</u> At least 3 by December 1 At least 2 after December 1	Standard			
Tornado Drill <u>Minimum of 2 required</u>				
Lock Down/Shelter in Place Drill ** <u>Minimum of 2 required</u> At least 1 by December 1 At least 1 after January 1	10:15 am			
AED/Cardiac Emergency Response				

At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom. Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment.

*** A lockdown/shelter in place drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.*

DRILL DETAIL	
Exact time required to evacuate/shelter/secure 7 minute 3 seconds	
Total # of participants 367 (5th grade on Field Trip)	

DRILL COORDINATION

Shari Ralston
(Signature of person coordinating drill)

3/3/20
Date

This report documenting a completed school safety drill shall be posted on the building website within 30 school days after the drill is completed and maintained on the website for at least 3 years.