

# Mona Shores Public Schools School Emergency Drills Documentation Form

**School Year: 2018-2019**

Building: Lincoln Park Elementary	Name of Person Coordinating Drill: Shari Ralston
Date of Drill: 10-10-18	Title of Person Coordinating Drill: Principal

### TYPE & TIME OF DRILL

Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
<b>Fire Drill</b> <u>Minimum of 5 required:</u> At least 3 by December 1 At least 2 after December 1				
<b>Tornado Drill</b> <u>Minimum of 2 required</u>				
<b>Lock Down/Shelter in Place Drill **</b> <u>Minimum of 2 required</u> At least 1 by December 1 At least 1 after January 1	9:45 AM			
<b>AED/Cardiac Emergency Response</b>				

*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:  
6 min 42 seconds  
Total # of participants 463

### DRILL COORDINATION

Shari Ralston  
(Signature of person coordinating drill)

10-10-18  
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.*