

# Mason County School Emergency Drills Documentation Form

|   |                                |
|---|--------------------------------|
| <b>Reporting School:</b>  | Ludington Area Catholic School |
| <b>School Year:</b>   | 2018-2019                      |
| <b>Drill # for The School Year:</b><br><small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small> | #3/3 Lockdown                  |

**Type of Drill:**

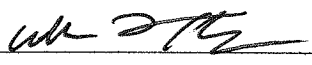
|                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year) |
| <input type="checkbox"/>            | Tornado Safety Drills (2 required in the school year; 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* |

|  |   |
|--|---|
| <b>Date &amp; Time of Drill:</b>   | Wednesday, January 9, 2019 @ 12:58 p.m. |
| <b>Time required to evacuate/shelter/secure all personnel:</b><br><small>(i.e. Last person to check or leave building)</small> | 2:21 (2 minutes 21 seconds)             |
| <b>Total Number of Participants:</b>   | 103                                     |
| <b>Enhancements Made To Drill:</b><br><small>Fire exit blocked, Scenario given, Missing Student, etc.</small>                  |   |
| <b>Drill Remarks or Observations:</b>  |   |
|  |   |
|  |   |

|  |  |
|--|--|
| <b>Name of School Principal (or designee):</b>   | Collin L. Thompson   |
| <b>Signature of School Principal:</b>  |  |
| <b>Name &amp; Title of Person Conducting Drill:</b><br><small>If drill conducted by someone other than principal</small> |  |

**Public Safety Agency Present For Drill**

*Name & Title*

|                                     |                                   |             |
|-------------------------------------|-----------------------------------|-------------|
| <input checked="" type="checkbox"/> | Emergency Management Coordinator: | Liz Reimink |
| <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