

School Emergency Drills Documentation Form

Kindergarten to 12

Type of Drill

- Fire Drill (5 required) #1
 Tornado Drill (2 required)
 Lockdown/Shelter-in-Place Drill
(3 required)

Time of Drill

- Standard
 Class Change
 Recess
 Lunch
 Other Events

Name of Reporting School: Marcellus Middle/High School

Date of Drill: 9-18-17 Time drill was held: 8:30 (am/pm)

Exact time required to evacuate/shelter/secure: approximately 40 seconds

Total Participants: 337

This report is for emergency drill # 1 for school year 2017-18

Name of person conducting drill: Lynn Wagner

Title of person conducting drill: Principal

Signature of person conducting drill: Lynn Wagner

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith - Emergency Mgmt. Coordinator
for Cass County

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

Fire (fire chief or designee)
Name & Title _____