

Mason County School Emergency Drills Documentation Form

Reporting School:	<i>Ludington Elementary School</i>
School Year:	2023-2024
Drill # for The School Year: <small>(Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</small>	# 2 of 2 Tornado

Type of Drill:

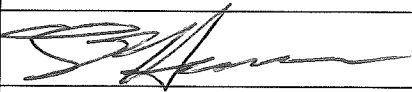
___	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
X	Tornado Safety Drills (2 required in the school year; 1 in March) The March date was canceled due to a scheduling conflict and we had to reschedule.
___	Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
___	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.*

X	During class time
X	In between classes/during class changes* (Some classes were transitioning to groups)
___	Recess or lunchtime*
___	Other time when a significant number of the students are gathered but not in the classroom*

Date & Time of Drill:	5/6/24 8:40 AM		
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave the building)</small>	1min 40 sec.		
Total Number of Participants:	844 students		
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>	None		
Drill Remarks or Observations: None			

Name of School Principal (or designee):	Tim Hansen
Signature of School Principal:	
Name & Title of Person Conducting Drill: <i>If drill conducted by someone other than principal</i>	NA

Public Safety Agency Present For Drill Name & Title

___	Emergency Management Coordinator:	
___	Law Enforcement Agency:	
___	Fire Department:	

Submit Completed Forms to the Mason County Emergency Management Office
 emergency.management@masoncounty.net

Updated: December 2017