

Mason County School Emergency Drills Documentation Form

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

Type of Drill:


___	Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)
___	Tornado Safety Drills (2 required in the school year; 1 in March)
X	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
___	In between classes/during class changes*
___	Recess or lunchtime*
___	Other times when a significant number of the students are gathered but not in the classroom*

Date & Time of Drill:	<i>6/5/24 10:45 AM</i>		
Time required to evacuate/shelter/secure all personnel: <small>(i.e. Last person to check or leave the building)</small>	<i>2:30 to clear all wings and make sure everything was locked. 35 seconds to be secure</i>		
Total Number of Participants:	<i>860 Students about 75 staff</i>		
Enhancements Made To Drill: <small>Fire exit blocked, Scenario given, Missing Student, etc.</small>	None		
Drill Remarks or Observations: None for this drill.			

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

Public Safety Agency Present For Drill *Name & Title*

<input type="checkbox"/>	Emergency Management Coordinator:	
<input checked="" type="checkbox"/>	Law Enforcement Agency:	Mason County Sheriff's Office (Dep. Barnett.)
<input type="checkbox"/>	Fire Department:	

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

Updated: December 2017