

# School Emergency Drills Documentation Form

**Type of Drill**

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

**Time of Drill**

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Mason Public Schools Child Dev Services

Date of Drill: 9/28/17 Time drill was held: 10:45 (pm/am)

Exact time required to evacuate/shelter/secure: 5 mins

Total Participants: 150

Remarks: Drill was successful

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

Name of person conducting drill: Patricia Neisinger

Title of person conducting drill: Coordinator Assistant

Signature of person conducting drill: Patricia Neisinger

**Drill Was Coordinated With:**

- Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

- Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

**OR**

- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

## School Safety Drills Reporting Form

Update and Post Online Within 30 Days of Each Drill's Completion Date and Notify Central Office

<b>District:</b> Mason Public Schools	<b>School:</b> <u>Harvey Ed Center</u>
<b>School Year:</b> <u>2017-18</u>	<b>Principal/Director:</b> <u>Emily Riley</u>

### Fire Safety Drills

Fire Prevention Code (Excerpt) Act 207 of 1941  
29.19. amended this section effective July 14, 2014

*Section 19(2), (3) A minimum of 5 fire drills is required each school year with 8 recommended. Three of the drills shall be held prior to December 1 and 2 held during the remaining part of the school year with reasonable spacing between each drill.*

Drill	Conducted		Posted (within 30 days after completion)	Signature of Principal/Drill Designee
	Date	Time		
1	<u>9/6/17</u>	<u>3:25 p.m.</u>	<input checked="" type="checkbox"/>	<u>Emily Riley / pd</u>
2			<input type="checkbox"/>	
3			<input type="checkbox"/>	
4			<input type="checkbox"/>	
5			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

### Tornado Safety Drills

Fire Prevention Code (Excerpt) Act 207 of 1941  
29.19. amended this section effective July 14, 2014

*Section 19(4) A minimum of 2 tornado safety drills is required with at least one conducted in March.*

Drill	Conducted		Posted (within 30 days after completion)	Signature of Principal/Drill Designee
	Date	Time		
1	<u>9/28/17</u>	<u>10:45 a.m.</u>	<input checked="" type="checkbox"/>	<u>Patricia Weisinger</u>
2			<input type="checkbox"/>	

### Security Safety Drills

Fire Prevention Code (Excerpt) Act 207 of 1941  
29.19. amended this section effective July 14, 2014

*Section 19(5),(6) A minimum of 3 drills in which occupants are restricted to the interior of the building and the building is secured. At least 1 conducted by December 1 and at least 1 conducted after January 1 with reasonable spacing between. A drill shall include security measures appropriate to an emergency such as the release of hazardous materials or the potential of a dangerous individual on or near the premises.*

Drill	Conducted		Posted (within 30 days after completion)	Signature of Principal/Drill Designee
	Date	Time		
1			<input type="checkbox"/>	
2			<input type="checkbox"/>	
3			<input type="checkbox"/>	

If a scheduled drill is not conducted due to conditions beyond control, follow these steps: 1) Conduct the drill within 10 school days of the canceled drill; 2) Chief Administrator of the building notifies the County Emergency Manager and Central Office.

Please note, at least 1 of the drills conducted shall occur during a lunch or recess period, or at another time when a significant number of students are gathered, but not in the classroom.