

**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: 3/11/19 Time drill was held: 2:30 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 88

Remarks: _____

This report is for emergency drill # 2 for school year 2019-20

Name of person conducting drill: Angie Vandekar

Title of person conducting drill: Principal

Signature of person conducting drill: Angie Vandekar

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

District: Mason Public Schools	School: Child Owl Services
School Year: 2018 - 19	Principal/Director: Andrea Vanderkaar

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	8/29/18	11:25 a.m.	<input checked="" type="checkbox"/>	<i>Annie Valdez</i>
2	9/6/18	1:45 p.m.	<input checked="" type="checkbox"/>	<i>Annie Valdez</i>
3			<input checked="" 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	9/27/18	10:00 a.m.	<input checked="" type="checkbox"/>	<i>Annie Valdez</i>
2	3/11/19	2:30 p.m.	<input checked="" type="checkbox"/>	<i>Annie Valdez</i>

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	11/1/18	9:30 a.m.	<input checked="" type="checkbox"/>	<i>Annie Valdez</i>
2	12/5/18	10:30 a.m.	<input checked="" type="checkbox"/>	<i>Annie Valdez</i>
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.