

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: Emerald Elementary

Date of Drill: 9-6-18 Time drill was held: 9:30 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: ALL (305)

Remarks: lights left on in some classrooms

This report is for emergency drill # 1 for school year 2018-19

Name of person conducting drill: Deanna LaFolli

Title of person conducting drill: Principal

Signature of person conducting drill: Deanna LaFolli

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title K.C. [unclear], MSPD, Director

OR

Fire (fire chief or designee)
Name & Title K.C. [unclear], MSPD, Director

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Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Emerald Elementary

Date of Drill: 9-12-18 Time drill was held: 9:20⁰⁰ (pm/am)

Exact time required to evacuate/shelter/secure: 9:35 a.m.

Total Participants: ALL (305)

Remarks: _____

This report is for emergency drill # 1 for school year 2018-19.

Name of person conducting drill: Deanna LaFolle

Title of person conducting drill: principal

Signature of person conducting drill: Deanna LaFolle

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Off. Ryan Gordinier MS # 83

OR

Fire (fire chief or designee)
Name & Title Off. Kevin D. Smith Manistique Public Safety Officer #103

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Time of Drill

- Standard
 Class Change
 Recess
 Other Events

Name of Reporting School: Emerald Elementary

Date of Drill: 10-3-18 Time drill was held: 2:25 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: ALL (323)

Remarks: all good

This report is for emergency drill # 4 for school year 2018-19.

Name of person conducting drill: Deanna LaFoyille

Title of person conducting drill: principal

Signature of person conducting drill: Deanna LaFoyille

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title [Signature]

OR

Fire (fire chief or designee)
Name & Title [Signature]

School Emergency Drills Documentation Form

Type of Drill

Time of Drill

Fire Drill (6 required)

Standard

Tornado Drill (2 required)

Class Change

Lock Down / Shelter in Place Drill
(2 required)

Recess

Other Events

Name of Reporting School: Emerald Elementary

Date of Drill: 10-11-18 Time drill was held: 2:15 (pm/am)

Exact time required to evacuate/shelter/secure: 2:15

Total Participants: 339

Remarks: all occupied rooms locked + lights turned off

This report is for emergency drill # 5 for school year 2018-19

Name of person conducting drill: Deanna LaFolle

Title of person conducting drill: principal

Signature of person conducting drill: Deanna LaFolle

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 _____

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(2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Emerald Elementary

Date of Drill: 11-7-18 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1:07

Total Participants: 339 (all)

Remarks: Some lights left on

This report is for emergency drill # 6 for school year 2018-19.

Name of person conducting drill: Deanna LaFolle

Title of person conducting drill: principal

Signature of person conducting drill: Deanna LaFolle

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 Shawna P. Sergeant