Monroe County Intermediate School District
Emergency Drill Documentation

Type of Drill

- (●) Fire (5 required)
- ( ) Tornado (2 required)
- ( ) Lockdown/Shelter in Place (3 Required)

Time of Drill

- (●) Standard
- ( ) Class Change
- ( ) Recess
- ( ) Other Events

Name of School: Transition Center

Date of Drill: 11/10/2026 **Time of Drill:** 1:20 PM **# of Participants:** 59

Exact time required to evacuate/shelter/secure: 2 min 30 sec

Comments: Student pulled alarm. Everyone evacuated safely to their designated areas.

Number of drills conducted this school year:

Fire Drills: 2 of 5

Tornado Drills: 0 of 2

Lockdown/Shelter in Place Drills: 2 of 3

Name of person conducting drill: Emily Defore

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: Emily

Drill was coordinated with:

( ) Emergency Management Coordinator

Name and Title: _____

AND

( ) Law Enforcement (county sheriff or chief of police or designee or MI State police)

Name and Title: _____

OR

( ) Fire (fire chief or designee)

Name and Title: _____