

**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: _____

Date of Drill: _____ **Time of Drill:** _____ **# of Participants:** _____

Exact time required to evacuate/shelter/secure: _____

Comments:

Number of drills conducted this school year:

Fire Drills: _____ of 5

Tornado Drills: _____ of 2

Lockdown/Shelter in Place Drills: _____ of 3

Name of person conducting drill: _____

Title of person conducting drill: _____

Signature of person conducting drill: 

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: _____