

**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:** 04/29/2025      **Time of Drill:** 2:00 PM      **# of Participants:** 62

**Exact time required to evacuate/shelter/secure:** 1 min 28 sec

**Comments:** Fire drill with students in their classrooms.

**Number of drills conducted this school year:**

Fire Drills: 5 of 5

Tornado Drills: 0 of 2

Lockdown/Shelter in Place Drills: 0 of 3

**Name of person conducting drill:** William Hite

**Title of person conducting drill:** Principal

**Signature of person conducting drill:** William Hite

**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: Jason Miller

**OR**

- ☐ Fire (fire chief or designee)

Name and Title: \_\_\_\_\_