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

- X Standard
  Class Change
- ○ Recess
- ○ Other Events

Name of School: Educational Center

Date of Drill: 11/7/2022 **Time of drill:** 1:20 AM/PM **# of Participants:** 225

Exact time required to evacuate/shelter/secure: 3 min and secs

Comments: Reminded staff to lock secondary classroom doors.

Number of drills conducted this school year:

Fire Drills: 2 of 5

Lockdown/Shelter in Place Drills: 2 of 3

Tornado Drills: _____ of 2

Name of person conducting drill: Bill 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: _____

OR

○ Fire (fire chief or designee)
Name and Title: _____