

**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: 11/7/2022 **Time of drill:** 1:30 AM/PM AM PM **# of Participants:** 35

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

Comments:

Number of drills conducted this school year:

Fire Drills: 3 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: _____