

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: 9/28/20 Time of drill: 11:36 AM/PM # of Participants: 18

Exact time required to evacuate/shelter/secure: _____ min and 59 secs

Comments: _____

Number of drills conducted this school year:

Fire Drills: 1 of 5

Lockdown/Shelter in Place Drills: _____ of 3

Tornado Drills: _____ of 2

Bill Hite

Name of person conducting drill: _____

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: _____

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Time of Drill

- ☐ Standard
☐ Class Change
☐ Recess
☒ Other Events

Name of School: Transition Center

Date of Drill: 10/9/20 **Time of drill:** 12:00 AM/PM **# of Participants:** 28

Exact time required to evacuate/shelter/secure: min 1 and 10 secs

Comments: _____

Number of drills conducted this school year:

Fire Drills: 2 of 5

Lockdown/Shelter in Place Drills: of 3

Tornado Drills: of 2

Bill Hite

Name of person conducting drill: _____

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: _____

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☐ Class Change
☐ Recess
☒ Other Events

Name of School: Transition Center

Date of Drill: 4/30/21 **Time of drill:** 1:20 AM/PM **# of Participants:** 40

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

Comments: _____

Number of drills conducted this school year:

Fire Drills: 3 of 5

Lockdown/Shelter in Place Drills: _____ of 3

Tornado Drills: _____ of 2

Bill Hite

Name of person conducting drill: _____

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: _____

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Time of Drill

- ☐ Standard
☐ Class Change
☐ Recess
☒ Other Events

Name of School: Transition Center

Date of Drill: 5/4/21 **Time of drill:** 2:45 AM/PM **# of Participants:** 60

Exact time required to evacuate/shelter/secure: _____ min and 42 secs

Comments: TC students & staff were located at and participated with EC students and staff

Number of drills conducted this school year:

Fire Drills: 4 of 5

Lockdown/Shelter in Place Drills: _____ of 3

Tornado Drills: _____ of 2

Bill Hite

Name of person conducting drill: _____

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: _____

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- ☐ Standard
☐ Class Change
☐ Recess
☒ Other Events

Name of School: Transition Center

Date of Drill: 5/17/21 **Time of drill:** 9:45 AM/PM **# of Participants:** 22

Exact time required to evacuate/shelter/secure: 1 min and 12 secs

Comments: TC students & staff were located at and participated with EC students and staff

Number of drills conducted this school year:

Fire Drills: 5 of 5

Lockdown/Shelter in Place Drills: _____ of 3

Tornado Drills: _____ of 2

Bill Hite

Name of person conducting drill: _____

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: _____

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☐ Class Change
☐ Recess
☐ Other Events

Name of School: Transitional Center

Date of Drill: 10/16/20 **Time of drill:** 10:20 AM/PM **# of Participants:** 30

Exact time required to evacuate/shelter/secure: _____ min and 30 secs

Comments: _____

Number of drills conducted this school year:

Fire Drills: _____ of 5

Lockdown/Shelter in Place Drills: ¹_____ of 3

Tornado Drills: _____ of 2

Bill Hite

Name of person conducting drill: _____

Title of person conducting drill: Principal

Signature of person conducting drill: William Hite

Drill was coordinated with:

- ☐ Emergency Management Coordinator

Name and Title: _____

AND

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Name and Title: _____

OR

- ☐ Fire (fire chief or designee)

Name and Title: _____

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Time of Drill

- ☐ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of School: Transition Center

Date of Drill: 11/09/20 **Time of drill:** 12:30p AM/PM **# of Participants:** 30

Exact time required to evacuate/shelter/secure: 2 min and secs

Comments: _____

Number of drills conducted this school year:

Fire Drills: of 5

Lockdown/Shelter in Place Drills: 2 of 3

Tornado Drills: of 2

Bill Hite

Name of person conducting drill: _____

Title of person conducting drill: Principal

Signature of person conducting drill: William Hite

Drill was coordinated with:

- ☐ Emergency Management Coordinator

Name and Title: _____

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Name and Title: _____

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Time of Drill

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☐ Class Change
☐ Recess
☐ Other Events

Name of School: Transition Center

Date of Drill: 1/19/21 **Time of drill:** 1:35 AM/PM **# of Participants:** 30

Exact time required to evacuate/shelter/secure: 2 min and secs

Comments: _____

Number of drills conducted this school year:

Fire Drills: _____ of 5

Lockdown/Shelter in Place Drills: 3 of 3

Tornado Drills: _____ of 2

Bill Hite

Name of person conducting drill: _____

Title of person conducting drill: Principal

Signature of person conducting drill: William Hite

Drill was coordinated with:

- ☐ Emergency Management Coordinator

Name and Title: _____

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

Name and Title: _____

OR

- ☐ Fire (fire chief or designee)

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Time of Drill

- ☐ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of School: Transition Center Center

Date of Drill: 2/8/21 **Time of drill:** 10:28 AM/PM **# of Participants:** 25

Exact time required to evacuate/shelter/secure: 2 min and secs

Comments:

Number of drills conducted this school year:

Fire Drills: ____ of 5

Lockdown/Shelter in Place Drills: ____ of 3

Tornado Drills: 1 ____ of 2

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: _____

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Time of Drill

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☐ Class Change
☐ Recess
☐ Other Events

Name of School: Transition Center Center

Date of Drill: 3/8/21 **Time of drill:** 2:30 AM/PM **# of Participants:** 48

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

Comments:

Number of drills conducted this school year:

Fire Drills: ____ of 5

Lockdown/Shelter in Place Drills: ____ of 3

Tornado Drills: ² ____ of 2

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: _____