

**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:** 5/2/2023      **Time of drill:** 1:37 AM/PM  AM  PM      **# of Participants:** 40

**Exact time required to evacuate/shelter/secure:** 42 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

**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: \_\_\_\_\_