

School Emergency Drills Documentation Form

Kindergarten to 12

Type of Drill

- Fire Drill (5 required)
 Tornado Drill (2 required)
 Lockdown/Shelter-in-Place Drill
(3 required)

Time of Drill

- Standard
 Class Change
 Recess
 Lunch
 Other Events

Name of Reporting School: Marcellus Elementary

Date of Drill: 9/15/16 Time drill was held: 8:35 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min. 58 sec.

Total Participants: 302 + 29 adults = 331 total
students

This report is for emergency drill # 1 for school year 2016-17

Name of person conducting drill: Mindy Bohan

Title of person conducting drill: Elementary Principal

Signature of person conducting drill: Mindy Bohan

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith Emergency Management Coordinator
AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____
OR

Fire (fire chief or designee)
Name & Title _____

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(3 required)

Time of Drill

- Standard
 Class Change
 Recess
 Lunch
 Other Events

Name of Reporting School: Marcellus Elementary School

Date of Drill: 10/12/16 Time drill was held: 11:00 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min. 42 sec.

Total Participants: 343 314 students 29 staff

This report is for emergency drill # 2 for school year 2016-17

Name of person conducting drill: Mindy Bohan

Title of person conducting drill: Elem. Principal

Signature of person conducting drill: Mindy Bohan

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith Cass EMC

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Dep. T.K. Graves CCSO

OR

Fire (fire chief or designee)
Name & Title _____

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(3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Lunch
- Other Events

Name of Reporting School: Marcellus Elementary

Date of Drill: 10-18-16 Time drill was held: 2:00 (am/pm)

Exact time required to evacuate/shelter/secure: 5 mins

Total Participants: 348 321 students 27 staff

This report is for emergency drill # 1 for school year 2016-2017

Name of person conducting drill: Mindy Bohan

Title of person conducting drill: Elem Principal

Signature of person conducting drill: Mindy Bohan

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title David Smith Emergency Management Coordinator
AND
- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Tiff Graves Cass County Sheriff
OR
- Fire (fire chief or designee)
Name & Title _____

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Kindergarten to 12

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(3 required)

Time of Drill

- Standard
 Class Change
 Recess
 Lunch
 Other Events

Name of Reporting School: Marcellus Elementary

Date of Drill: 11-10-16 Time drill was held: 9:45 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min 50 sec

Total Participants: 306 = 5 students + 26 staff = 332

This report is for emergency drill # 3 for school year 2016-2017

Name of person conducting drill: Mindy Bohan

Title of person conducting drill: Elementary Principal

Signature of person conducting drill: Mindy Bohan

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title Dave Smith Emergency Management Coordinator

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

Fire (fire chief or designee)
Name & Title _____

School Emergency Drills Documentation Form

Kindergarten to 12

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lockdown/Shelter-in-Place Drill
(3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Lunch
- Other Events

Name of Reporting School: Marcellus Elementary

Date of Drill: 11-22-16 Time drill was held: 9:35 (am/pm)

Exact time required to evacuate/shelter/secure: 2 min. 30 sec.

Total Participants: 344 = 315 students + 28 staff

This report is for emergency drill # 1 for school year 2016-2017

Name of person conducting drill: Mindy Bohan

Title of person conducting drill: Principal

Signature of person conducting drill: Mindy Bohan

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith Emergency Management Coordinator
AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Tiff Graves Cass County Sheriff
OR

Fire (fire chief or designee)
Name & Title _____

School Emergency Drills Documentation Form

Kindergarten to 12

Type of Drill

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(3 required)

Time of Drill

- Standard
 Class Change
 Recess
 Lunch
 Other Events

Name of Reporting School: Marcellus Elementary

Date of Drill: 2-2-2017 Time drill was held: 2:00 (am/pm)

Exact time required to evacuate/shelter/secure: 4 min 25 sec

Total Participants: 338 = 309 students + 29 staff

This report is for emergency drill # 2 for school year 2016-2017

Name of person conducting drill: Mindy Bohan

Title of person conducting drill: Principal

Signature of person conducting drill: Mindy Bohan

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith Emergency Management Co
AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Tiff Graves Cass County Sheriff
OR

Fire (fire chief or designee)
Name & Title _____

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Kindergarten to 12

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(3 required)

Time of Drill

- Standard
 Class Change
 Recess
 Lunch
 Other Events

Name of Reporting School: Marcellus Elementary

Date of Drill: 3-8-17 Time drill was held: 1:00 (am/pm)

Exact time required to evacuate/shelter/secure: 2 min 3 sec

Total Participants: 310 students 26 staff total 336

This report is for emergency drill # 4 for school year 2016-2017

Name of person conducting drill: David Smith

Title of person conducting drill: Emergency Management Coordinator

Signature of person conducting drill: David Smith

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith
AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____
OR

Fire (fire chief or designee)
Name & Title _____

School Emergency Drills Documentation Form

Kindergarten to 12

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lockdown/Shelter-in-Place Drill (3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Lunch
- Other Events

Name of Reporting School: Marcellus Elementary

Date of Drill: 3-23-17 Time drill was held: 1:00 (am/pm)

Exact time required to evacuate/shelter/secure: 2 mins 30 secs

Total Participants: 350 312=students 28=staff

This report is for emergency drill # 2 for school year 2016-2017

Name of person conducting drill: Mindy Bohan

Title of person conducting drill: Elem Principal

Signature of person conducting drill: Mindy Bohan

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title David Smith Emergency Management Coordinator
- AND
- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Tiff Graves Cass County Sheriff
- OR
- Fire (fire chief or designee)
Name & Title _____

School Emergency Drills Documentation Form

Kindergarten to 12

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lockdown/Shelter-in-Place Drill
(3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Lunch
- Other Events

Name of Reporting School: Marcellus Elementary School

Date of Drill: 4/27/17 Time drill was held: 9:34 (am/pm)

Exact time required to evacuate/shelter/secure: 3 min 17 seconds

Total Participants: 328 students + 27 staff = 355

This report is for emergency drill # 3 for school year 2016-17

Name of person conducting drill: Mindy Bohan

Title of person conducting drill: Principal

Signature of person conducting drill: Mindy Bohan

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title David Smith Emergency Management Coordinator
AND
- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Tiff Graves Cass County Sheriff
OR
- Fire (fire chief or designee)
Name & Title _____

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(3 required)

Time of Drill

- Standard
 Class Change
 Recess
 Lunch
 Other Events

Name of Reporting School: Marcellus Elementary School

Date of Drill: 5/22/17 Time drill was held: 1:55 (am/pm)

Exact time required to evacuate/shelter/secure: 2 min. 10 sec

Total Participants: 308 Students 31 staff = 339

This report is for emergency drill # 5 for school year 2016-17

Name of person conducting drill: Mindy Bohan

Title of person conducting drill: Principal

Signature of person conducting drill: Mindy Bohan

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title David Smith Emergency Management Coordinator
AND
- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Tiff Graves Cass County Sheriff
OR
- Fire (fire chief or designee)
Name & Title _____