

School Emergency Drills Documentation Form

Kindergarten to 12

Type of Drill

- Fire Drill (5 required) #1
 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 Middle/High School

Date of Drill: 9-18-17 Time drill was held: 8:30 (am/pm)

Exact time required to evacuate/shelter/secure: approximately 40 seconds

Total Participants: 337

This report is for emergency drill # 1 for school year 2017-18

Name of person conducting drill: Lynn Wagner

Title of person conducting drill: Principal

Signature of person conducting drill: Lynn Wagner

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith - Emergency Mgmt. Coordinator
for Cass County

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 Middle/High School

Date of Drill: 10-5-17 Time drill was held: 12:30 (am/pm)

Exact time required to evacuate/shelter/secure: approx. 1 minute

Total Participants: 338

This report is for emergency drill # 1 for school year 2017-18

Name of person conducting drill: Don Price

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Don Price

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 Middle/High School

Date of Drill: 10-19-17 Time drill was held: 10⁰⁰ (am/pm)

Exact time required to evacuate/shelter/secure: approx. 45 sec.

Total Participants: 337

This report is for emergency drill # 2 for school year 2017-18

Name of person conducting drill: Don Price

Title of person conducting drill: Dean of Students

Signature of person conducting drill: Don Price

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

- #3 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 Middle/High

Date of Drill: 11-15-17 Time drill was held: 12:00 (am/pm)

Exact time required to evacuate/shelter/secure: Approx. 60 seconds

Total Participants: 299

This report is for emergency drill # 3 for school year 2017-18

Name of person conducting drill: Kyren Wagner

Title of person conducting drill: Principal

Signature of person conducting drill: Kyren Wagner

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith - Cass Co. emergency coord.
AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Deputy Graves - Cass Co. Sheriff's Dept.
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 Middle/High School

Date of Drill: 11-20-17 Time drill was held: 9:10 (am/pm)

Exact time required to evacuate/shelter/secure: 3:20

Total Participants: 341

This report is for emergency drill # 2 (lockdown) for school year 2017-18

Name of person conducting drill: Kyren Wagner

Title of person conducting drill: Principal

Signature of person conducting drill: Kyren Wagner - Principal

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith - Cass Co. 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)
#2 Lockdown/Shelter-in-Place Drill
(3 required)

Time of Drill

- Standard
 Class Change
 Recess
 Lunch
 Other Events

Name of Reporting School: Marcellus Middle/High

Date of Drill: 1-18-18 Time drill was held: 1130 (am/pm) am

Exact time required to evacuate/shelter/secure: 50 seconds

Total Participants: 286

This report is for emergency drill # 2 for school year 2017-18

Name of person conducting drill: Kyran Wagner

Title of person conducting drill: Principal

Signature of person conducting drill: Kyran Wagner

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith - Cass Co. Coord.

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Deputy Gravel - Cass Co. Sheriff's Dept.

OR

Fire (fire chief or designee)
Name & Title _____

School Emergency Drills Documentation Form

Kindergarten to 12

Type of Drill

- # 4 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 Middle/High

Date of Drill: 2-15-18 Time drill was held: 9:00 (am/pm)

Exact time required to evacuate/shelter/secure: 45 seconds

Total Participants: 301

This report is for emergency drill # 4 for school year 2017-18

Name of person conducting drill: Hyun Wagner

Title of person conducting drill: Principal

Signature of person conducting drill: Hyun Wagner

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith - Cass Co. coord.

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

- #5 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 Middle/High

Date of Drill: 3-12-18 Time drill was held: 2:10 (am/pm)

Exact time required to evacuate/shelter/secure: 40 seconds

Total Participants: 281

This report is for emergency drill # 5 for school year 2017-18

Name of person conducting drill: huyen Wagner

Title of person conducting drill: Principal

Signature of person conducting drill: huyen Wagner

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith - Cass Co. - emerg. coord.
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 Middle / Hibert School

Date of Drill: 3/21/18 Time drill was held: 9:34 (am/pm)

Exact time required to evacuate/shelter/secure: 2:49

Total Participants: 297

This report is for emergency drill # 2 for school year 2017-18

Name of person conducting drill: Don Price

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title Dave Smith, Cass County Emergency Director
AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title 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 Middle/High School

Date of Drill: 5-21-18 Time drill was held: 12:58 (am/pm) (am)

Exact time required to evacuate/shelter/secure: 1 min. 03 sec.

Total Participants: 320

This report is for emergency drill # 3 for school year 2017-18

Name of person conducting drill: Lynn Wagner

Title of person conducting drill: Principal

Signature of person conducting drill: Lynn Wagner

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 _____