

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: 9/10/15 Time drill was held: 8:30 (am/pm)

Exact time required to evacuate/shelter/secure: 2 min. 55 sec

Total Participants: 361

Remarks: _____

This report is for emergency drill # 1 for school year 2015-16

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
AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Tiffany Graves - County Officer
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: 09/29/15 Time drill was held: 2:00 (am/pm) (pm)

Exact time required to evacuate/shelter/secure: 4min 22sec

Total Participants: 356 staff 27 students 329

This report is for emergency drill # 1 for school year 2015-16

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, Cass Co EMC

AND

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

OR

Fire (fire chief or designee)
Name & Title _____

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Time of Drill

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

Name of Reporting School: Marcellus Elementary School

Date of Drill: 10-14-15 Time drill was held: 11:05 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min 35 sec

Total Participants: 346 Staff: 33 students 313

This report is for emergency drill # 2 for school year 2015-2016

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 Dave Smith Emergency Manager

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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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: 11/18/15 Time drill was held: 10:30 (am/pm)

Exact time required to evacuate/shelter/secure: 2 min. 52 sec.

Total Participants: 361 331 students 30 staff

This report is for emergency drill # 1 for school year 2015-16

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

AND

David Smith, EMC
Reilly Lee, EMC Support Staff

- 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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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: 3-9-16 Time drill was held: 1:35 (am/pm)

Exact time required to evacuate/shelter/secure: 2min 8sec.

Total Participants: 340

This report is for emergency drill # 3 for school year 2015-2016

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
AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Officer Graves
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: 3/24/16 Time drill was held: 9:30 (am/pm)

Exact time required to evacuate/shelter/secure: 4 min. 20 sec

Total Participants: 359 staff 28 students 331

This report is for emergency drill # 2 for school year 2015-16

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 Cass Co EMC
AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title T.K. Graves CCSD Deputy
OR

Fire (fire chief or designee)
Name & Title _____

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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: 5/13/16 Time drill was held: 10:00 (am/pm)

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

Total Participants: 338 310 students 28 staff

This report is for emergency drill # 4 for school year 2015-16

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

AND

Dwight Smith, Cass Co. EMC

- 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

Date of Drill: 5/26/16 Time drill was held: 0955 (am/pm)

Exact time required to evacuate/shelter/secure: 2min 6sec

Total Participants: 346 30 staff 316 students

This report is for emergency drill # 3 for school year 2015-16

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 Cass Co. EMC

AND

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

OR

Fire (fire chief or designee)
Name & Title _____