

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: Sept. 12, 2014 Time drill was held: 7:55 (am/pm)

Exact time required to evacuate/shelter/secure: 3 mins. 30 Sec.

Total Participants: 308

Remarks: _____

This report is for emergency drill # 1 for school year 2014-15

Name of person conducting drill: Kyra Wagner

Title of person conducting drill: Principal

Signature of person conducting drill: Kyra Wagner

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith - Cass County Emergency Mgmt. 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 Jr/Sr High

Date of Drill: 9/25/14 Time drill was held: 12:30 (am/pm) (pm)

Exact time required to evacuate/shelter/secure: 3min.

Total Participants: 300 staff 21 Students 279

Remarks: No Issues

This report is for emergency drill # 1 for school year 2014-2015

Name of person conducting drill: Kym Wagner

Title of person conducting drill: Principal

Signature of person conducting drill: Kym Wagner

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 J.K. Graves, CCSO Deputy
OR (present @ drill)

Fire (fire chief or designee)
Name & Title _____

School Emergency Drills Documentation Form

Kindergarten to 12

Type of Drill

- Fire Drill (5 required) #2
- 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: 10-13-14 Time drill was held: 12:30 (am/pm)

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

Total Participants: 301

Remarks: _____

This report is for emergency drill # 2 for school year 2014-2015

Name of person conducting drill: Kyrin Wagner

Title of person conducting drill: Principal

Signature of person conducting drill: Kyrin 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 Tiffany 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 (1)
(3 required)

Time of Drill

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

Name of Reporting School: Marcellus Middle/High School

Date of Drill: Nov. 19, 2014 Time drill was held: 10:05 (am)

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

Total Participants: ~~300~~ 295 students plus 20 staff

Remarks: Being Addressed by Principal.

This report is for emergency drill # 1 for school year 2014-15

Name of person conducting drill: Myra Wagner

Title of person conducting drill: Myra Wagner - Principal

Signature of person conducting drill: Myra Wagner

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 Deputy Tiffany Granes

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 Jr/Sr High School

Date of Drill: 12-3-14 Time drill was held: 1200 (am/pm)

Exact time required to evacuate/shelter/secure: 2 min 21 seconds

Total Participants: 330 Students 300 Staff 30

This report is for emergency drill # 3 for school year 2014-15

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, 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 _____

#4

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 Jr./Sr. High

Date of Drill: 3/18/15 Time drill was held: 1420 (am/pm) (pm)

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

Total Participants: 305

This report is for emergency drill # 4 for school year 2014/15

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, EMC Cass Co

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 _____

#5

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 Jr/Sr High

Date of Drill: 3/11/15 Time drill was held: 9:00 (am/pm)

Exact time required to evacuate/shelter/secure: 2min 19 sec

Total Participants: 308 287 students 21 staff

This report is for emergency drill # _____ for school year 2014/15

Name of person conducting drill: Cathy Small

Title of person conducting drill: Secretary

Signature of person conducting drill: Cathy Small

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 Deputy TK Graves CCSD

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 Jr/Sr High School

Date of Drill: 3/25/15 Time drill was held: 0850 (am/pm)

Exact time required to evacuate/shelter/secure: 4 minutes

Total Participants: 296 students 274 staff 22

This report is for emergency drill # 2 for school year 2014/15

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, 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 _____

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 Jr/Sr High School

Date of Drill: 3/30/15 Time drill was held: 1:45 (am/pm) (pm)

Exact time required to evacuate/shelter/secure: 1min 5sec

Total Participants: 264 247 students 17 staff

This report is for emergency drill # 2 for school year 2014/15

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, Cass 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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Kindergarten to 12

Type of Drill

- Fire Drill (5 required)
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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: 5/7/15 Time drill was held: 10:50 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min 25 sec

Total Participants: 303 Students 29 Staff Total 332

This report is for emergency drill # 4 for school year 2014/2015

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 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 _____

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 Jr/Sr High

Date of Drill: 5/7/15 Time drill was held: 10:00 (am/pm)

Exact time required to evacuate/shelter/secure: 1min 30 sec

Total Participants: 302

This report is for emergency drill # 3 for school year 2014/2015

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, Cass EMC

AND

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

OR

Fire (fire chief or designee)
Name & Title [Signature]