

School Emergency Drills Documentation Form

Name of Reporting School: WAY Michigan

Date of Drill: 10/19/19 Time drill was held: 11:15 (pm/am)

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

Total Participants: 4

Remarks: First Tornado Drill. Took shelter at bottom of stairs away from windows.

This report is for emergency drill # 2 for school year 2019-20

Name of person conducting drill: James Middleditch

Title of person conducting drill: Assistant Director

Signature of person conducting drill: James Middleditch

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

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

OR

Fire (fire chief or designee)
Name & Title _____