

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: 5/20/2019 Time drill was held: 2:00 (am/pm) (pm)

Exact time required to evacuate/shelter/secure: 1 min 56 sec

Total Participants: 369 (37 staff & 332 students)

This report is for emergency drill # 5 for school year 2018-'19

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 - EMC

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

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Time of Drill

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

Name of Reporting School: Marcellus Elementary School

Date of Drill: 4/25/19 Time drill was held: 9:30 (am/pm)

Exact time required to evacuate/shelter/secure: 3 min. 27 sec.

Total Participants: 373 339 students 34 staff

This report is for emergency drill # 3 for school year 2018-19

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 EMS

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Tpr. Macan Derleth - Niles Post

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: 3-21-19 Time drill was held: 9:32 (am/pm)

Exact time required to evacuate/shelter/secure: 2 min. 58 sec.

Total Participants: 355

This report is for emergency drill # 2 for school year 2018-2019

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 Tiffany Graves - County Sheriff

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: 3/6/2019 Time drill was held: 1 (am/pm) (pm)

Exact time required to evacuate/shelter/secure: 1 min. 38 seconds

Total Participants: 369 staff and students

This report is for emergency drill # 4 for school year 2018-19.

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 EMS

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title T. F. Graves County Sheriff

OR

- Fire (fire chief or designee)
Name & Title _____

School Emergency Drills

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Kindergarten to 12

Type of Drill

- Fire Drill (5 required)
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- Lock Down/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: 2/6/19 Time drill was held: 2:07 (am/pm) pm

Exact time required to evacuate/shelter/secure: 2.19

Total Participants: 311

This report is for emergency drill # 2 for school year 2018-19 34 staff 313 students

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 EMS

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Sheriff Tiffany Graves

OR

Fire (fire chief or designee)
Name & Title _____

School Emergency Drills

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Kindergarten to 12

Type of Drill

- Fire Drill (5 required)
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- Lock Down/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: 11/14/18 Time drill was held: 10:30 (am/pm)

Exact time required to evacuate/shelter/secure: 2min 33 sec.

Total Participants: 350 30 staff 320 students

This report is for emergency drill # 1 for school year 2018-19

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 EMC

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Sheriff Tiffany Graves

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: 11/08/18 Time drill was held: 10 am (am/pm)
Exact time required to evacuate/shelter/secure: 2 min. 22 sec.
Total Participants: 391

This report is for emergency drill # 3 for school year 2018-19

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

AND

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

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

Date of Drill: 10-15-18 Time drill was held: 11:20 (am/pm)

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

Total Participants: 358 = 28 Staff + 330 students

This report is for emergency drill # 2 for school year 2018-19.

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 - EMC

AND

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

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: 9/25/18 Time drill was held: 2:00 (am/pm)

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

Total Participants: 355 327 students 28 staff

This report is for emergency drill # 1 for school year 2018-19.

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 Tiffany Soares County Sheriff

OR

- Fire (fire chief or designee)
Name & Title _____

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Time of Drill

- Standard
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- Recess
- Lunch
- Other Events

Name of Reporting School: Marcellus Elementary

Date of Drill: 9/13/18 Time drill was held: 8:30 (am/pm)

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

Total Participants: 344 staff 28 students

This report is for emergency drill # 1 for school year 2018-19.

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 - EMC

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 _____