

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: 4/26/18 Time drill was held: 9:45 (am/pm)

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

Total Participants: 299 students 32 staff total 331

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

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 County EMC

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title Tiffany Coates Deputy CCSO

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

Date of Drill: 4-25-18 Time drill was held: 9:00 (am/pm)

Exact time required to evacuate/shelter/secure: 2 min 26 sec

Total Participants: 320 students 26 staff

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

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 County EMC

AND

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

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

Date of Drill: 3-22-18 Time drill was held: 9:30 (am/pm)

Exact time required to evacuate/shelter/secure: 2 min. 36 seconds

Total Participants: 304 students 27 staff Total = 331

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

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 County EMC
AND

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

Date of Drill: 2/1/18 Time drill was held: 2:00 (am/pm)

Exact time required to evacuate/shelter/secure: 2 mins 15 sec.

Total Participants: 300 students 26 staff total 326

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

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 County EMC
AND

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

Date of Drill: 11-15-17 Time drill was held: 10:30 (am/pm)

Exact time required to evacuate/shelter/secure: 2 mins 30 sec

Total Participants: 313 students 32 staff total 345

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

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 County EMC

AND

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

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

Date of Drill: 11-9-17 Time drill was held: 10:00 (am/pm)

Exact time required to evacuate/shelter/secure: 2 mins 20 sec

Total Participants: 322 students 31 staff

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

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 County EMC
AND

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

Date of Drill: 10-30-17 Time drill was held: 10:38 (am/pm)

Exact time required to evacuate/shelter/secure: 2 mins 30 sec

Total Participants: 320 students 28 staff

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

Name of person conducting drill: Mindy Bohan

Title of person conducting drill: Principal

Signature of person conducting drill: _____

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith Cass County EMC

AND

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

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

Date of Drill: 10-30-17 Time drill was held: 10:38 (am/pm)

Exact time required to evacuate/shelter/secure: 2 mins 30 sec

Total Participants: 320 students 28 staff

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

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 County EMC

AND

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

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

Date of Drill: 9-26-17 Time drill was held: 2:00 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min 46 sec

Total Participants: 293 students 27 staff total 320

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

Name of person conducting drill: Tammy Curtis

Title of person conducting drill: Social worker

Signature of person conducting drill: Tammy Curtis

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith Cass County EMC
AND

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

Fire (fire chief or designee)
Name & Title _____