

**School Emergency Drills
Documentation Form**

**DISTRICT: Marcellus Community Schools
BUILDING: Volinia Outcome Base School
54080 GARDS PR, MARCELLUS, MI 49067**

Drill ID: #48411

School Year: 2019 - 2020

Type of Drill: Fire Drill

Time of Drill: 9:30 AM

Date of Drill: Tuesday, September 10, 2019

Time Drill Was Held: Regular Class
Time

Exact time required to evacuate/shelter: 02:26

Total Participants: 31

Comments:

Lesson Learned: Students exiting from back need to meet quicker. Silence during roll call. Close doors. Follow Teachers. Check Fire Door/closed, alternate route.

Signature of Person Conducting the Drill:

Amy Anderson

Authorizer's Title: Principal

Authorizer's Name: Amy Anderson

Drill Was Coordinated With:

Emergency Management Coordinator: David Smith **Public Safety Officer:** Tiffany Graves

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**DISTRICT: Marcellus Community Schools
BUILDING: Volinia Outcome Base School
54080 GARDS PR, MARCELLUS, MI 49067**

Drill ID: #48416

School Year: 2019 - 2020

Type of Drill: Lock Down

Time of Drill: 10:15 AM

Date of Drill: Thursday, September 19, 2019

**Time Drill Was Held: Regular Class
Time**

Exact time required to evacuate/shelter: 01:48

Total Participants: 30

Comments:

**Lesson Learned: CHAINS WORKED! Blinds Shut Doors Locked Lights off Be prepared for
situation to change**

Signature of Person Conducting the Drill:

Amy Anderson

Authorizer's Title: Principal

Authorizer's Name: Amy Anderson

Drill Was Coordinated With:

**Emergency Management Coordinator: David
Smith**

Public Safety Officer: Tiffany Graves

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Signature of Person Conducting the Drill:

Amy Anderson

Authorizer's Title: Principal

Authorizer's Name: Amy Anderson

Drill Was Coordinated With:

Emergency Management Coordinator: David
Smith

Public Safety Officer: Tiffany Graves