

**Monroe County Intermediate School District  
Emergency Drill Documentation**

**Type of Drill**

- Fire (5 required)
- Tornado (2 required)
- Lockdown/Shelter in Place (3 Required)

**Time of Drill**

- Standard
- Class Change
- Recess
- Other Events

**Name of School:** \_\_\_\_\_

**Date of Drill:** \_\_\_\_\_ **Time of Drill:** \_\_\_\_\_ **# of Participants:** \_\_\_\_\_

**Exact time required to evacuate/shelter/secure:** \_\_\_\_\_

**Comments:**

\_\_\_\_\_

**Number of drills conducted this school year:**

Fire Drills: \_\_\_\_\_ of 5

Tornado Drills: \_\_\_\_\_ of 2

Lockdown/Shelter in Place Drills: \_\_\_\_\_ of 3

**Name of person conducting drill:** \_\_\_\_\_

**Title of person conducting drill:** \_\_\_\_\_

**Signature of person conducting drill:** *William Hite*

**Drill was coordinated with:**

- Emergency Management Coordinator

Name and Title: \_\_\_\_\_

**AND**

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

Name and Title: \_\_\_\_\_

**OR**

- Fire (fire chief or designee)

Name and Title: \_\_\_\_\_