



Manistee Area Public School **Emergency Drills Documentation Form**

Reporting School: Manistee Elementary

School Year: 25-26

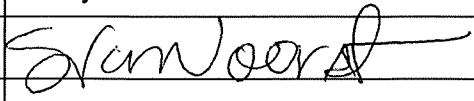
Type and # of Drill (ie: #2/5)

	Fire Drill (5 Required) 3 Drills in the fall, 2 in the remaining school year
	Tornado Safety Drill (2 Required) 1 in March 1 sometime during the school year
#2	Lock Down/Shelter in Place (3 Required) 1 Before December, 1 After January
	School Bus Emergency Evacuation Drill (3 Required)

Time of Drill

** At least one drill is required not to be during class time*

x	During class time
	*In between classes/During class changes
	*Recess or Lunch Time
	Other time when a significant # of students are gathered, not in the classroom.

Date and Time of Drill	11/19/25 8:30 am
Time required to evacuate/shelter/secure all personnel	14 minutes
Total number of participants	432 students
Enhancements Made to the Drill <i>(ie: fire exits blocked, scenario given, missing student, etc...)</i>	
Drill Remarks or Observations	The kitchen was locked down this time Media Center outside doors need to be shut
Name of School Principal <i>(or designee)</i>	Shelly VanVoorst
Signature of School Principal	
Name & Title of the Person Conducting Drill <i>(If drill conducted by someone other than principal)</i>	

Public Safety Agency Present For Drill *Name & Title*

	Emergency Management Coordinator -
x	Law Enforcement Agency - Sheriff Department and City Department
	Fire Department -