



## Manistee Area Public School Emergency Drills Documentation Form

**Reporting School:** Manistee Early Childhood Center **School Year:** 2025-26

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

#1	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
	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	September 23, 2025 @ 9:18
Time required to evacuate/shelter/secure all personnel	
Total number of participants	122
Enhancements Made to the Drill (ie: fire exits blocked, scenario given, missing student, etc...)	none
Drill Remarks or Observations	Classes waited 30 seconds before exit for practice
Name of School Principal (or designee)	Julia Raddatz
Signature of School Principal	Julia Raddatz
Name & Title of the Person Conducting Drill (If drill conducted by someone other than principal)	

**Public Safety Agency Present For Drill** Name & Title

	Emergency Management Coordinator -
	Law Enforcement Agency -
	Fire Department -



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