



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)

	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
#1	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 19, 2025 @ 8:05
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	Lockdown
Name of School Principal (or designee)	Julia Raddatz
Signature of School Principal	Juila 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 -