



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
#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	September 25, 2025 @ 2:20
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	Student in distress, HOLD called
Name of School Principal (or designee)	Andy Huber
Signature of School Principal	Andrew D. Huber
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 -