



Manistee Area Public School Emergency Drills Documentation Form

Reporting School: Manistee Elementary School

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
#2	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	3/9/2026 2:04pm
Time required to evacuate/shelter/secure all personnel	6 minutes
Total number of participants	418 students
Enhancements Made to the Drill <i>(ie: fire exits blocked, scenario given, missing student, etc...)</i>	
Drill Remarks or Observations	
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 -
	Law Enforcement Agency -
	Fire Department -