



Manistee Area Public School Emergency Drills Documentation Form

Reporting School: Manistee Early Childhood Center

School Year: 2026/2027

Type and # of Drill (ie: #2/5) 1/5

☒	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
☐	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

☒	During class time
☒	*In between classes/During class changes (PARENT ORIENTATION - GSEP)
☒	*Recess or Lunch Time (PARA LUNCHES)
☐	Other time when a significant # of students are gathered, not in the classroom.

Date and Time of Drill	<u>9/16/2026 12:05 PM</u>
Time required to evacuate/shelter/secure all personnel	<u>3 minutes 35 seconds</u>
Total number of participants	<u>125</u>
Enhancements Made to the Drill (ie: fire exits blocked, scenario given, missing student, etc...)	<u>Complete Evacuation, Seek Safe Exit to Outside Perimeter</u>
Drill Remarks or Observations	<u>Radio Communication - Filled via Clear around all gates (bathroom)</u>
Name of School Principal (or designee)	<u>ANGELA TAYLOR</u>
Signature of School Principal	<u>ANGELA TAYLOR</u>
Name & Title of the Person Conducting Drill (If drill conducted by someone other than principal)	<u>ASST. PRINCIPAL</u>

Public Safety Agency Present For Drill

Name & Title

	Emergency Management Coordinator -
	Law Enforcement Agency -
	Fire Department -