



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) 1/3

	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
X	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
X	*In between classes/During class changes (Specials, District Meeting, Bathroom Breaks)
	*Recess or Lunch Time
X	Other time when a significant # of students are gathered, not in the classroom. (Specials)

Date and Time of Drill	<u>2/18/2026 2:00 PM</u>
Time required to evacuate/shelter/secure all personnel	<u>15 minutes</u>
Total number of participants	<u>94</u>
Enhancements Made to the Drill (ie: fire exits blocked, scenario given, missing student, etc...)	<u>Medical seizure emergency in lobby w/ CPR/1st Aid, AED, NARCAN</u>
Drill Remarks or Observations	<u>Staff making sure volume turned up on phones</u>
Name of School Principal (or designee)	<u>ANGELA TAYLOR</u>
Signature of School Principal	<u>[Signature]</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 -