Manistee Area Public School
Emergency Drills Documentation Form

Reporting School: MES **School Year: 26-27**

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

#1	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*

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	9/23/26 1:40 pm
Time required to evacuate/shelter/secure all personnel	3 minutes 38 Sec
Total number of participants	415 students
Enhancements Made to the Drill *(ie: fire exits blocked, scenario given, missing student, etc…)*	None
Drill Remarks or Observations	All staff did a great job of pausing before exiting the classrooms. All students and staff exited the building in under 4 minutes.
Name of School Principal *(or designee)*	Shelly VanVoorst
Signature of School Principal	Shelly VanVoorst
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 -

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