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)* 2/3

	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 (ISD Support Services, Lunch Delivery)
	*Recess or Lunch Time
	Other time when a significant # of students are gathered, not in the classroom.

Date and Time of Drill	11/3/2026 10:00 AM
Time required to evacuate/shelter/secure all personnel	15 minutes
Total number of participants	119
Enhancements Made to the Drill *(ie: fire exits blocked, scenario given, missing student, etc...)*	Started in Hall then into Lock Down w/ Night Lock w/ Manistee Sheriff Gutowski and Undersheriff Torrey
Drill Remarks or Observations	• Building System — Tacet • Door adjustment — N/S • Film treatment — All classrooms need window blocking up for door windows • Room #13 window Panel need covering
Name of School Principal *(or designee)*	
Signature of School Principal	~~Angela~~ Taylor
Name & Title of the Person Conducting Drill *(If drill conducted by someone other than principal)*	Asst. Principal w/ Law Enforcement

Public Safety Agency Present For Drill *Name & Title*

	Emergency Management Coordinator -
X	Law Enforcement Agency - Sheriff Gutowski / Undersheriff Torrey
	Fire Department -