

# Montague Area Public Schools

## Emergency Drill Documentation Form

### School Year 21-22

Reporting School: \_\_\_\_\_ RRO \_\_\_\_\_

Drill # For The School Year: \_\_\_\_\_ #4 \_\_\_\_\_

---

### Type of Drill:

Fire Drill (5 required; 3 drills in the fall, 2 in the remaining school year)

Tornado Safety Drills (2 required in the school year; 1 must be held in March)

Lock Down (3 required; 1 before December 1 & 1 after January 1)

---

### Time of Drill:

\*At least one drill is required to not be during class time.

During class time

In between classes/during class changes\*

Recess or lunch time\*

Other time when a significant number of the students are gathered but not in the class room\*

---

Date of Drill: \_\_\_\_\_ 4/9/22 \_\_\_\_\_ Time of Drill: \_\_\_\_\_ 8:54 am \_\_\_\_\_

Time Required to Evacuate/Shelter/Secure: \_\_\_\_\_ 5 min 20 sec \_\_\_\_\_ Total Number of Participants: \_\_\_\_\_ 550 \_\_\_\_\_

Remarks/Observations: \_\_\_\_\_

---

---

Name of School Principal (or designee): \_\_\_\_\_ Jeff Henderson \_\_\_\_\_ Title: \_\_\_\_\_  
(if not conducted by Principal)

---

If the drill was coordinated with agencies such as Law Enforcement, Fire Department, or Emergency Management Coordinator, list agency, name, title here.

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_