Montague Area Public Schools

EMERGENCY DRILL DOCUMENTATION FORM

School Year 2017-18

Reporting School:	**Montague High School**
Drill # For The School Year: (Example #2/5 Fire; 1/2 Tornado; 1/3 Lockdown)	**Lock down #1**

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
x	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*

x	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:	**October 19, 2017**
Time of Drill:	**9:15 am**
Time Required to Evacuate/Shelter/Secure:	**1 minute**
Total Number of Participants:	**Approx. 450**
Drill Remarks or Observations: Classroom with an adjoining door was unlocked and access to students sheltering were accessible. Back door (to the outside) was open, due to PE students outside for class.	

Name of School Principal *(or designee)*:	Troy Moran, Principal
Signature of School Principal:	10/19/17
If drill is conducted by someone other than School Principal:	
Name & Title of Person Conducting Drill:	

Drill Coordinated With:

		Name & Title
	Emergency Management Coordinator:	
	Law Enforcement Agency:	Robert Rought, Montague Police Chief
	Fire Department:	

(Send completed report to the Superintendent's office)

Michigan Compiled Laws