

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Secure/Mode Drill (3 required)**

Time of Drill

- Standard**
- Class Change
- Recess
- Other Events

Name of Reporting School: **West Branch Lab**Date of Drill: September 19, 2023 Time drill was held: 9:00 (pm/**am**)

Exact time required to evacuate/shelter/secure: 30 seconds

Total Participants: 15

Remarks: _____

This report is for emergency drill # 2 for school year 2023-2024

Name of person conducting drill: Pete Newman

Title of person conducting drill: Assistant Director

Drill Was Conducted at the following facility:

- Tawas
- Oscoda
- West Branch**