

Montague Area Public Schools

Emergency Drill Documentation Form

School Year 24-25

Reporting School: _____

Drill # For The School Year: _____

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: _____ Time of Drill: _____

Time Required to Evacuate/Shelter/Secure: _____ Total Number of Participants: _____

Remarks/Observations: _____

Name of School Principal (or designee): _____ 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: _____