

# 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: \_\_\_\_\_