Mason County
School Emergency Drills Documentation Form

<table>
<thead>
<tr>
<th>Reporting School:</th>
<th>West Shore E.S.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Year:</td>
<td>2019-20</td>
</tr>
<tr>
<td>Drill # for The School Year: (Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</td>
<td>3/5</td>
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</tbody>
</table>

**Type of Drill:**

- [x] 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 in March)
- [ ] Lock Down/Shelter-In-Place (3 required; 1 before December & 1 after January)
- [ ] School Bus Emergency Evacuation Drill (3 required; Forward, rear, and both)

**Time of Drill:**

- [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 classroom*

**Date & Time of Drill:** 11 / 26 / 2019 @ 11 a.m.

**Time required to evacuate/shelter/secure all personnel:** 4 min

**Total Number of Participants:** 40+

**Enhancements Made To Drill:**
Fire exit blocked, Scenario given, Missing Student, etc.

**Drill Remarks or Observations:** Drill went well and there were no issues.

**Name of School Principal (or designee):** Kim Beardslee

**Signature of School Principal:**

**Name & Title of Person Conducting Drill:**
If drill conducted by someone other than principal

Michael Harrie
Supervisor of Transportation and Safety

**Public Safety Agency Present For Drill**

- [ ] Emergency Management Coordinator:
- [ ] Law Enforcement Agency:
- [ ] Fire Department:

Submit Completed Forms to the Mason County Emergency Management Office
emergency management@masoncounty.net

Updated: December 2017