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><strong>School Year:</strong></td>
<td>2019-20</td>
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<tr>
<td><strong>Drill # for The School Year:</strong> (Example: #3/5 Fire; 1/2 Tornado; 1/3 Lockdown)</td>
<td>2/3</td>
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</tbody>
</table>

**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 in March)
- [x] 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:**

12 / 04 / 2019 @ 2 p.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:**

Staff took shelter in appropriate locations, but due to communicative issue the lockdown software was not activated. Debriefed with staff and covered that topic. During drill, problem with lock was identified. Locksmith was contacted to fix issue.

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

Kim Beardslee

**Signature of School Principal:**

Kim Beardslee

**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**

**Name & Title**

- [ ] 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