

Montague Area Public Schools

Emergency Drill Documentation Form

School Year 24-25

Reporting School: Montague High School

Drill # For The School Year: Fire Drill #4

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: 12/10/2024 Time of Drill: 10:33am

Time Required to Evacuate/Shelter/Secure: 1 minute Total Number of Participants: 500

Remarks/Observations: Fire alarm went off by accident in cafeteria servingline. Students and staff evacuated as if it were not a drill.

Name of School Principal (or designee): Christy Thommen Title: Principal
(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: _____