**Record of Fire/Tornado/Lockdown Drills**

**2017-2018 School Year**

**Evart Public Schools**

Central Office: 321 N. Hemlock, PO Box 917, Evart, MI 49631

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| School Name: | Date of the Drill: |
| Evart High School | Tuesday, October 03, 2017 |
| Type of Drill: | Time of the Drill: |
| INTERNAL Lockdown | 8:32am-8:35am |
| Total Number of Drills to Date by Type (required: five fire, two tornado, three lockdown):  \_\_0\_\_\_ of five fire drills complete  \_\_0\_\_\_ of two tornado drills complete  \_\_1\_\_\_ of three lockdowns complete (one inside, one outside, one  during lunch or passing time) | Comments: |
| I gave a clear explanation over the intercom to let students know what the expectations are for an INTERNAL lockdown. Then I hung up and waited a few seconds. Then I called INTERNAL LOCKDOWN one time; the intercom cut me off and only said “lockdown”. Next time I will say it 2 times.  EVERY classroom door was locked with lights off with NO people visible or audible. The only rooms with lights on still were the bathrooms. The teachers lounge was open with lights on. We need to remind teachers in the lounge to run into the bathrooms and lock them. The library was locked, but this needs to be looked at as far as HOW it can be locked (does Mrs. Crawford have to open the door and lock it?) The cafeteria was open with lights on. But again, this will stall the assailant, so it’s okay, while keeping the kitchen staff safe (but we need to explore what to do if this happened at lunch. |
| Name of Person in Charge of the Drill: | Principal Signature: |
| Jessica Kolenda - Principal | Jessica Kolenda |