

RECEIVED

OCT 16 2017

S.O./CENTRAL OFFICE

WEST BRANCH-ROSE CITY AREA SCHOOLS

Surline Elementary School

Mailing address:
P. O. Box 308
West Branch, MI 48661
Phone: (989) 343-2190



www.wbrc.k12.mi.us

Physical address:
147 State Street
West Branch, MI 48661
Fax: (989) 343-2200

Building Name: Surline Elementary School, #05838

School Principal Name: Jill Smith, 989-343-2190, smithjl@wbrc.k12.mi.us

Date of Drill: 10-12-17 **Time of Drill:** 9:30 Circle One:
AM PM

Type of Drill:

- ☒ Fire Drill *[Five (5) Required – Three (3) by December 1]*
- ☐ Tornado Safety Drill *[Two (2) Required – One (1) in March]*
- ☐ "Lockdown" Drill * *[Three (3) Required – One (1) by December 1, at least one (1) after January 1]*

* One of the **lockdown drills** is to be conducted at an 'inconvenient time':

This lockdown drill occurred during lunch, class change, recess or another time when a significant number of students are gathered but not in a classroom, (i.e. lunch, recess, etc.):

Lockdown Drill Dated _____ and at Time _____

SCHOOL PRINCIPAL:

Jill Smith – Signature: _____

Or Designee (PERSON IN CHARGE OF CONDUCTING THE FIRE, TORNADO OR LOCKDOWN DRILL, IF NOT THE SCHOOL PRINCIPAL)

Printed Name: Kimberly J. Noble

Signature Kimberly J. Noble Dated: 10-12-17