

WEST BRANCH-ROSE CITY AREA SCHOOLS

Surline Elementary School

RECEIVED

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

OCT 17 2018

660/CENTRAL OFFICE

Building Name: Surline Elementary, #05838

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

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]

Date of Drill: 10-16-18 **Time of Drill:** 2:45 pm

PERSON IN CHARGE OF CONDUCTING THE DRILL, IF NOT THE SCHOOL PRINCIPAL:

Printed Name: _____ Signature: _____

SCHOOL PRINCIPAL:

Jill L. Smith – Signature: Jill Smith

Or Designee:

Printed Name: _____ Signature: _____

☐ Check if below is applicable: [One (1) is required per year from the required list of ten drills]

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

Type of Drill _____ Date _____ Time _____