

# 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, #05828

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

**Date of Drill:** NOV 4 **Time of Drill:** 2:00 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:** Jill Smith

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

Printed Name: \_\_\_\_\_

Signature \_\_\_\_\_ Dated: \_\_\_\_\_