

# 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: 5.14.24 Time of Drill: 10 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: \_\_\_\_\_