School Emergency Drills
Documentation Form

Type of Drill
- ☐ Fire Drill (5 required)
- ☒ Tornado Safety Drill (2 required)
- ☐ Shelter in Place Drill
- ☐ Lockdown (3 required)

Type of Drill
- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Community Ed. Center

Name of person conducting drill: Doug Ruesink

Title of person conducting drill: Dean of Students

Date of Drill: 9-18-19

Time drill was held: 10:45 AM

Exact time required to evacuate/shelter/secure: 1 min

Total Participants: 13

This report is for emergency drill # 3 for school year 2019-20

Remarks:

Drill was coordinated with:

☑ Emergency Management Coordinator
   Name & Title: Craig Tannis, Lenawee Co, Emergency Mgt, Coor.

   AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
   Name & Title: ________________________________

   OR

☐ Fire (fire chief or designee)
   Name & Title: ________________________________

Principal's signature: ________________________________

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