

# 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 Education Center

Name of person conducting drill: Doug Ruesink

Title of person conducting drill: Dean of Students

Date of Drill: 10-14-19 Time drill was held: 1:30 ☐ AM ☒ PM

Exact time required to evacuate/shelter/secure: 30 seconds

Total Participants: 12

This report is for emergency drill # 5 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

Doug Ruesink

# School Emergency Drills

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- 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: 9-25-19 Time drill was held: 12:20 PM

Exact time required to evacuate/shelter/secure: 30 seconds

Total Participants: 19

This report is for emergency drill # 4 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

Douglas Ruesink

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- 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: 9-12-19 Time drill was held: 11:40 ☒ AM ☐ PM

Exact time required to evacuate/shelter/secure: 45 seconds

Total Participants: 20

This report is for emergency drill # 2 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 Doug Ruesink