

# 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: Prairie Elementary

Name of person conducting drill: Sharon Henke

Title of person conducting drill: Principal

Date of Drill: 11-13-18 Time drill was held: 9:00  AM  PM

Exact time required to evacuate/shelter/secure: 2:10 TO check all doors.

Total Participants: 257

This report is for emergency drill # 1 for school year 2018-19

Remarks:

Drill was coordinated with:

- Emergency Management Coordinator  
Name & Title: Curtis Parsons, Lenawee Co. Emergency Mgt. Coord.

**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 Sharon Henke

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- Fire Drill (5 required)
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- Type of Drill**
- Standard
  - Class Change
  - Recess
  - Other Events

Name of Reporting School: Prairie Elementary

Name of person conducting drill: Sharan Henline

Title of person conducting drill: Principal

Date of Drill: 12-3-18 Time drill was held: 1:20  AM  PM

Exact time required to evacuate/shelter/secure: 2:01

Total Participants: 255

This report is for emergency drill # 2 for school year 2018-19.

Remarks:

Drill was coordinated with:

- Emergency Management Coordinator  
Name & Title: Curtis Parsons, 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 Sharan Henline

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- Type of Drill**
- Fire Drill (5 required)
  - Tornado Safety Drill (2 required)
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  - Lockdown (3 required)

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

Name of Reporting School: Prarie Elementary

Name of person conducting drill: Sharon Henke

Title of person conducting drill: Principal

Date of Drill: 4-16-19 Time drill was held: 2:45  AM  PM

Exact time required to evacuate/shelter/secure: 2:30 2 min 30 sec.

Total Participants: 220 (5th graders on field trip)

This report is for emergency drill # 3 for school year 2018-19.

Remarks:

Drill was coordinated with:

- Emergency Management Coordinator  
Name & Title: Curtis Parsons, Lenawee Co. Emergency Mgt. Coord.

**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 Sharon Henke