

# School Emergency Drills Documentation Form

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| <p style="text-align: center;"><b>Type of Drill</b></p> <p><input type="checkbox"/> Fire Drill (5 required)</p> <p><input checked="" type="checkbox"/> Tornado Safety Drill (2 required)</p> <p><input type="checkbox"/> Shelter in Place Drill</p> <p><input type="checkbox"/> Lockdown (3 required)</p> | <p style="text-align: center;"><b>Type of Drill</b></p> <p><input type="checkbox"/> Standard</p> <p><input type="checkbox"/> Class Change</p> <p><input type="checkbox"/> Recess</p> <p><input type="checkbox"/> Other Events</p> |
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Name of Reporting School: Alexander Elementary

Name of person conducting drill: Shanan Henline

Title of person conducting drill: Principal

Date of Drill: 11/4/21 Time drill was held: 9:00 AM  AM  PM

Exact time required to evacuate/shelter/secure: 1 min 50 min

Total Participants: 455

This report is for emergency drill # 1 for school year 21-22.

Remarks:

Drill was coordinated with:

- Emergency Management Coordinator  
Name & Title: Craig Tannis, 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 Shanan Henline