

**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 Cent

Name of person conducting drill: Doug Ruesink

Title of person conducting drill: Dean of students

Date of Drill: 9-24-2020 Time drill was held: 9:30  AM  PM

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

Total Participants: 11

This report is for emergency drill # 4 for school year 2020-21

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 Douglas 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: 9-15-2020 Time drill was held: 10:00  AM  PM

Exact time required to evacuate/shelter/secure: 40 seconds

Total Participants: 9

This report is for emergency drill # 2 for school year 2020-21

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