

**School Emergency Drills**  
Documentation Form

- | <u>Type of Drill</u>                |                                   | <u>Type of Drill</u>     |              |
|-------------------------------------|-----------------------------------|--------------------------|--------------|
| <input checked="" type="checkbox"/> | Fire Drill (5 required)           | <input type="checkbox"/> | Standard     |
| <input type="checkbox"/>            | Tornado Safety Drill (2 required) | <input type="checkbox"/> | Class Change |
| <input type="checkbox"/>            | Shelter in Place Drill            | <input type="checkbox"/> | Recess       |
| <input type="checkbox"/>            | Lockdown (3 required)             | <input type="checkbox"/> | Other Events |

Name of Reporting School: Lincoln Elementary

Name of person conducting drill: Sam Skeels

Title of person conducting drill: Principal

Date of Drill: 11/1/19 Time drill was held: 8:58  AM  PM

Exact time required to evacuate/shelter/secure: 9:00 am 2 minutes

Total Participants: 340

This report is for emergency drill # 3 for school year 2019-2020

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 