

**School Emergency Drills**  
Documentation Form

- | <u>Type of Drill</u>  | <u>Type of Drill</u>                         |
|---|--|
| <input type="checkbox"/> Fire Drill (5 required)                      | <input checked="" type="checkbox"/> Standard |
| <input checked="" 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 School  
Name of person conducting drill: Sam Skeels  
Title of person conducting drill: Principal  
Date of Drill: 9/27/19 Time drill was held: 2:59  AM  PM  
Exact time required to evacuate/shelter/secure: 3:01 pm - 2 minutes  
Total Participants: 350  
This report is for emergency drill # 1 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 