

**School Emergency Drills  
Documentation Form**

- | <u>Type of Drill</u>                                       | <u>Type of Drill</u>                  |
|--|---------------------------------------|
| <input 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 checked="" type="checkbox"/> Lockdown (3 required)  | <input type="checkbox"/> Other Events |

Name of Reporting School: Springbrook Middle School

Name of person conducting drill: Adam Benschoter

Title of person conducting drill: Assistant Principal

Date of Drill: 1/16 Time drill was held: 12:45  AM  PM

Exact time required to evacuate/shelter/secure: Lock Down for 5 Minutes

Total Participants: All

This report is for emergency drill # 8 for school year 19-20.

Remarks:

Lock Down Drill #3—Immediate Threat  
Drill #8 for Springbrook Middle School

Drill was coordinated with:

- Emergency Management Coordinator  
Name & Title: Craig Tanis, 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



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|--------------------------|-----------------------------------|--------------------------|--------------|
| <input 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       |
| XX                       | Lockdown (3 required)             | <input type="checkbox"/> | Other Events |

Name of Reporting School: Springbrook Middle School

Name of person conducting drill: Adam Benschoter

Title of person conducting drill: Assistant Principal

Date of Drill: 10/7 Time drill was held: 8:00 XX AM  PM

Exact time required to evacuate/shelter/secure: Lock Down for 10 Minutes

Total Participants: All

This report is for emergency drill # 1 for school year 19-20.

Remarks:

Lock Down Drill #1—Soft Lock Down Threat outside the building  
Drill #6 for Springbrook Middle School

Drill was coordinated with:

- Emergency Management Coordinator  
Name & Title: Craig Tanis, 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 

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| <input 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 checked="" type="checkbox"/> Lockdown (3 required)  | <input type="checkbox"/> Other Events |

Name of Reporting School: Springbrook Middle School

Name of person conducting drill: Adam Benschoter

Title of person conducting drill: Assistant Principal

Date of Drill: 10/14 Time drill was held: 1:50  AM  PM

Exact time required to evacuate/shelter/secure: Lock Down for 10 Minutes

Total Participants: All

This report is for emergency drill # 7 for school year 19-20

Remarks:

Lock Down Drill #2—Haz Mat Lock Down  
Drill #7 for Springbrook Middle School

Drill was coordinated with:

- Emergency Management Coordinator  
Name & Title: Craig Tanis, 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 