

**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       |
| 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: 1/11/2021 Time drill was held: 10:35 XX AM  PM

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

Total Participants: All

This report is for emergency drill # 8 for school year 20-21.

Remarks:

Fire Drills 5—(9/18, 9/21, 9/25, 9/28, 10/5)

Lock Down Drill #3—Hard Lock Down (9/22; 10/6, 1/11)

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: 10/6/2020 Time drill was held: 9:34  AM  PM

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

Total Participants: All

This report is for emergency drill # 7 for school year 20-21.

Remarks:

Fire Drill #5 (9/18; 9/21; 9/25; 9/28; 10/5)

Lock Down (9/22 Soft; 10/6 Haz Mat)

Tornado Drill

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       |
| 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: 9/22 Time drill was held: 8:38  AM  PM

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

Total Participants: All

This report is for emergency drill # 3 for school year 20-21.

Remarks:

Lock Down Drill #1—Soft Lock Down Threat outside the building  
Drill #3 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 \_\_\_\_\_