

E-mailed  
9-11-15  
to: Curtis Parsons

## 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: McKinley

Name of person conducting drill: Doug Ruesink

Title of person conducting drill: Teacher/Dean of students

Date of Drill: 9-11-15 Time drill was held: 12:00 ☐ AM ☒ PM<sup>e</sup>

Exact time required to evacuate/shelter/secure: 20 seconds

Total Participants: 11

This report is for emergency drill # 1 for school year 2015-16.

Remarks: Due to rain, I substituted a secure mode drill.  
I will re-schedule fire drill

Drill was coordinated with:

- ☒ Emergency Management Coordinator  
Name & Title: Curtis Parsons, Lenawee Co. Emergency Mgt. Coor.

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee ore MSP)<sup>e</sup>  
Name & Title: \_\_\_\_\_<sup>e</sup>

OR

- ☐ Fire (fire chief or designee)<sup>e</sup>  
Name & Title: \_\_\_\_\_