

# 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: Alexander

Name of person conducting drill: Jeff Peterson

Title of person conducting drill: Principal

Date of Drill: 9/24/15 Time drill was held: 7:25 ☐ AM ☒ PM

Exact time required to evacuate/shelter/secure: 5 minutes

Total Participants: 320

This report is for emergency drill # 1 for school year 15-16

Remarks:

Drill was coordinated with:

- ☒ Emergency Management Coordinator  
Name & Title: Curtis Parsons, 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 