

# 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: \_\_\_\_\_

Name of person conducting drill: \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_

Date of Drill: \_\_\_\_\_ Time drill was held: \_\_\_\_\_ ☐ AM ☐ PM

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: \_\_\_\_\_

This report is for emergency drill # \_\_\_\_\_ for school year \_\_\_\_\_.

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 \_\_\_\_\_