

## 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 Elementary  
 Name of person conducting drill: Jeff Petterson  
 Title of person conducting drill: Principal  
 Date of Drill: 9/1/16 Time drill was held: 10:00 ☒ AM ☐ PM

Exact time required to evacuate/shelter/secure: 1:30

Total Participants: 359

This report is for emergency drill # 1 for school year 2016-17

**Remarks:**

*During /around /break time for some classrooms. One was clean  
 only half, out of the other side. All clear was not  
 made office entry was made*

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 \_\_\_\_\_

*[Handwritten Signature]*