

## 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: 9/30/16 Time drill was held: 1:15 ☐ AM ☒ PM

Exact time required to evacuate/shelter/secure: 2:09

Total Participants: 359

This report is for emergency drill # 2 for school year 2016-17

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

