

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: 9/14/16 Time drill was held: 10:00 ☒ AM ☐ PM

Exact time required to evacuate/shelter/secure: 1:50

Total Participants: 359

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

Remarks:

*Drilling / around transition time for some classrooms. One room even
 ending early, but called when all other classrooms*

MADE OFFICE early by 11:00

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 _____

[Signature]