

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: Michener

Name of person conducting drill: Deb Risner

Title of person conducting drill: principal

Date of Drill: 2-16-17 Time drill was held: 2:30 ☐ AM ☒ PM

Exact time required to evacuate/shelter/secure: 4 minutes 14 sec.

Total Participants: 275 *principal checked every door to ensure it was locked, lights off, no voices*

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

Remarks: *This is a day earlier than the planned schedule, we have a half day on 2-17-17*

Drill was coordinated with:

- ☒ Emergency Management Coordinator
 Name & Title: Curtis Parsons, Lenawee Co. Emergency Mgt. Coor.

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
 Name & Title: _____

OR

- ☒ Fire (fire chief or designee)
 Name & Title: Safety Systems

Principal's signature Deb Risner