

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: 10/14/16 Time drill was held: 10:30 ☒ AM ☐ PM

Exact time required to evacuate/shelter/secure: 5 minutes 26 seconds

Total Participants: 300

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

Remarks: Head Start students and teachers were outside when we started the drill. (Teachers forgot it was planned.) However, this was an important reminder that the PA system does not broadcast outside unless the "outside" Drill was coordinated with: option is chosen.

- ☒ 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: John Birdwell

OR

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

Principal's signature Deb Risner