

# 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: 11/23/16 Time drill was held: 11:30 ☒ AM ☐ PM

Exact time required to evacuate/shelter/secure: 4:32 <sup>9:05</sup> - all doors were

Total Participants: 300

checked - (locked) and  
voices and lights were off,

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

Remarks: Changed time due to Kindergarten family  
feast at 11:30.

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: Ken Tokarz - APS

**OR**

John Birdwell

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

Principal's signature Deb Risner