

School Emergency Drills Documentation Form

Type of Drill

- ☐ Fire Drill (5 required)
☐ Tomado Safety Drill (2 required)
☐ Shelter in Place Drill
☒ Lockdown (3 required)

Type of Drill

- ☐ Standard
☐ Class Change
☐ Recess
☒ Other Events

Name of Reporting School: Prairie SchoolName of person conducting drill: Michael PerezTitle of person conducting drill: PrincipalDate of Drill: 2/27/17 Time drill was held: 2:08 ☐ AM ☒ PMExact time required to evacuate/shelter/secure: 1:00 minuteTotal Participants: 300This report is for emergency drill # 2 for school year 2016-2017.**Remarks:**

Ms. Kowalski brought her student inside from afternoon recess after hearing what she perceived to be multiple gun shots. She notified the building principal. The school was put into secure mode until local police verified that the immediate area surrounding Prairie school was safe. We resumed to normal at 2:30 p.m.

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: Office Jim from the Madison Police Department

OR

- ☐ Fire (fire chief or designee)
Name & Title: _____

Principal's signature Michael Perez