

**School Emergency Drills
Documentation Form**

- | <u>Type of Drill</u> | <u>Type of Drill</u> |
|--|---------------------------------------|
| <input type="checkbox"/> Fire Drill (5 required) | <input type="checkbox"/> Standard |
| <input type="checkbox"/> Tornado Safety Drill (2 required) | <input type="checkbox"/> Class Change |
| <input type="checkbox"/> Shelter in Place Drill | <input type="checkbox"/> Recess |
| <input checked="" type="checkbox"/> Lockdown (3 required) | <input type="checkbox"/> Other Events |

Name of Reporting School: Michener Elementary

Name of person conducting drill: Ann Lacasse

Title of person conducting drill: Principal

Date of Drill: 4/16/19 Time drill was held: 2:30 ☐ AM ☒ PM

Exact time required to evacuate/shelter/secure: 7:56 - to check all rooms
> 30 seconds - all doors were closed

Total Participants: approx 300

This report is for emergency drill # 3 for school year 2018-19

Remarks:

All rooms were secured.

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 Ann Lacasse 4/16/19

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- 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 Elementary

Name of person conducting drill: Ann Lacasse

Title of person conducting drill: Principal

Date of Drill: 12/5/18 Time drill was held: 1:32 ☐ AM ☒ PM

Exact time required to evacuate/shelter/secure: 30 seconds to shelter
8 minutes to check & unlock doors

Total Participants: approx. 300

This report is for emergency drill # 2 for school year 2018-19

Remarks:

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 Ann Lacasse

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- 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 Elementary

Name of person conducting drill: Ann Lacasse

Title of person conducting drill: Principal

Date of Drill: 11/7/18 Time drill was held: 10:00 ☒ AM ☐ PM

Exact time required to evacuate/shelter/secure: 18 minutes - total drill time.
30 seconds to shelter.

Total Participants: 300

This report is for emergency drill # 1 for school year 2018-19

Remarks:

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: Ann Lacasse