

## 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 Elementary

Name of person conducting drill: Ann Lacasse

Title of person conducting drill: Principal

Date of Drill: ~~2000~~ 3/14/19 Time drill was held: 2:00 ☐ AM ☒ PM

Exact time required to evacuate/shelter/secure: 2 minutes

Total Participants: 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

## 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 Elementary

Name of person conducting drill: Ann Lacasse

Title of person conducting drill: Principal

Date of Drill: 11/14/18 Time drill was held: 10:30 ☒ AM ☐ PM

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

Total Participants: 300

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

Remarks:

Locations for sheltering were adjusted to move students away from glass doors & windows.

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