

## 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: Alexander

Name of person conducting drill: Sharon Henline

Title of person conducting drill: Principal

Date of Drill: 9-17-2020 Time drill was held: 1:15 ~~sec~~ ☐ AM ☒ PM

Exact time required to evacuate/shelter/secure: 158 sec

Total Participants: 285

This report is for emergency drill # 1 for school year 2020-2021

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 Sharon Henline

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- | <u>Type of Drill</u>                                        | <u>Type of Drill</u>                  |
|-------------------------------------------------------------|---------------------------------------|
| <input checked="" 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 type="checkbox"/> Lockdown (3 required)              | <input type="checkbox"/> Other Events |

Name of Reporting School: Alexander

Name of person conducting drill: Sharon Heeline

Title of person conducting drill: Principal

Date of Drill: 9-25-20<sup>20</sup> Time drill was held: 9:30 ☒ AM ☐ PM

Exact time required to evacuate/shelter/secure: 1 min. 3 sec

Total Participants: 291

This report is for emergency drill # 2 for school year 2020-2021.

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 Sharon Heeline