

# School Emergency Drills Documentation Form

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

Name of Reporting School: Alexander

Name of person conducting drill: Sharon Henline

Title of person conducting drill: Principal

Date of Drill: 4-22-2021 Time drill was held: 9  AM  PM

Exact time required to evacuate/shelter/secure: 1:10

Total Participants: 330

This report is for emergency drill # 5 for school year 2020-21

Remarks: This is make up from April 15 when on quarantine.

Drill was coordinated with:

Emergency Management Coordinator  
Name & Title: Craig Tannis, Lenawee Co. Emergency Mgt. Coor.

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title: \_\_\_\_\_

**OR**

Fire (fire chief or designee)  
Name & Title: \_\_\_\_\_

*placed to file  
4/22/21*

Principal's signature Sharon Henline

<h2 style="margin: 0;">School Emergency Drills</h2> <h3 style="margin: 0;">Documentation Form</h3>
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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 Elementary

Name of person conducting drill: Shanon Henline

Title of person conducting drill: Principal

Date of Drill: 3/3/2021 Time drill was held: 1:05  AM  PM

Exact time required to evacuate/shelter/secure: 1:59 sec.

Total Participants: 329

This report is for emergency drill # 4 for school year 20-21

Remarks:

*faxed  
3/3/21  
1/1/21*

Drill was coordinated with:

- Emergency Management Coordinator  
Name & Title: Craig Tannis, 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 Shanon C. Henline



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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: Alexander Elementary

Name of person conducting drill: Sharon Henline

Title of person conducting drill: Principal

Date of Drill: 10-15-20 Time drill was held: 10:30  AM  PM

Exact time required to evacuate/shelter/secure: 1:20 sec.

Total Participants: 306

This report is for emergency drill # 3 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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- 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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- |   |                                       |
|---|---------------------------------------|
| <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: Shanon Healine

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 Shanon Healine