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 Elementary

Name of person conducting drill: Shannon Henline

Title of person conducting drill: Principal

Date of Drill: 3-5-2020 Time drill was held: 1:05 AM □ PM

Exact time required to evacuate/shelter/secure: 1:42

Total Participants: 485

This report is for emergency drill # 4 for school year 2019-2020.

Remarks:

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: _______________________________

OR

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

Principal’s signature: Shannon Henline

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Name of Reporting School: Alexander School

Name of person conducting drill: Shannon Hendle

Title of person conducting drill: Principal

Date of Drill: 9-18-19. Time drill was held: 2:30 AM

Exact time required to evacuate/shelter/secure: 1:26 sec.

Total Participants: 487

This report is for emergency drill #1 for school year 19-20.

Remarks:

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: 

Principal’s signature: Shannon Hendle

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Name of Reporting School: Alexander

Name of person conducting drill: Shana Heulie

Title of person conducting drill: Principal

Date of Drill: 9-26-19 Time drill was held: 9:30 AM

Exact time required to evacuate/shelter/secure: 1:35

Total Participants: 487

This report is for emergency drill # 2 for school year 19-20.

Remarks:

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: ________________________________

OR

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

Principal's signature: ________________________

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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 School

Name of person conducting drill: Sharon Hendrie

Title of person conducting drill: Principal

Date of Drill: 10-11-19

Time drill was held: 1:30 PM

Total Participants: 480

Remarks:

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: 

OR

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

Principal's signature

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