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: Shana Heidner

Title of person conducting drill: Principal

Date of Drill: 1-11-20 Time drill was held: 10:30 AM

Exact time required to evacuate/shelter/secure: 6 min.

Total Participants: 489

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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School Emergency Drills
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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: Shannon Hendin

Title of person conducting drill: Principal

Date of Drill: 10-22-19

Time drill was held: 10:00 AM

Exact time required to evacuate/shelter/secure:

Total Participants: 488

This report is for emergency drill # 1 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: Shannon Hendin

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