

# 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: Community Ed Center

Name of person conducting drill: Douglas Ruesink

Title of person conducting drill: Dean of Students

Date of Drill: 5-19-21 Time drill was held: 11:02 ☒ AM ☐ PM

Exact time required to evacuate/shelter/secure: 30 seconds

Total Participants: 8

This report is for emergency drill # 10 for school year 2020-21.

Remarks:

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

Douglas Ruesink

**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: Community Ed. Center

Name of person conducting drill: DOUGLAS RUESINK

Title of person conducting drill: Dean of Students

Date of Drill: 11-5-2020 Time drill was held: 9:00 ☒ AM ☐ PM

Exact time required to evacuate/shelter/secure: 45 seconds

Total Participants: 10

This report is for emergency drill # 6 for school year 2020-21

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

Douglas Ruesink

## 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: Community Ed. Center

Name of person conducting drill: DOUGLAS RUESINK

Title of person conducting drill: Dean of Students

Date of Drill: 10-15-20 Time drill was held: 11:02 ☒ AM ☐ PM

Exact time required to evacuate/shelter/secure: 30 seconds

Total Participants: 11

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

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

Douglas Ruesink

## 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: Community Ed Cent

Name of person conducting drill: Doug Ruesink

Title of person conducting drill: Dean of students

Date of Drill: 9-24-2020 Time drill was held: 9:30 ☒ AM ☐ PM

Exact time required to evacuate/shelter/secure: 30 seconds

Total Participants: 11

This report is for emergency drill # 4 for school year 2020-21

Remarks:

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 Douglas Ruesink

## 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: Community Ed Center

Name of person conducting drill: Doug Ruesink

Title of person conducting drill: Dean of Students

Date of Drill: 9-15-2020 Time drill was held: 10:00 ☒ AM ☐ PM

Exact time required to evacuate/shelter/secure: 40 seconds

Total Participants: 9

This report is for emergency drill # 2 for school year 2020-21

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

Douglas Ruesink