# School Emergency Drills Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Fire Drill (5 required)</td>
<td>Standard</td>
</tr>
<tr>
<td>Tornado Safety Drill (2 required)</td>
<td>Class Change</td>
</tr>
<tr>
<td>Shelter in Place Drill</td>
<td>Recess</td>
</tr>
<tr>
<td>Lockdown (3 required)</td>
<td>Other Events</td>
</tr>
</tbody>
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- **Type of Drill**
  - Fire Drill (5 required)
  - Tornado Safety Drill (2 required)
  - Shelter in Place Drill
  - Lockdown (3 required)

Name of Reporting School: **Lincoln Elementary**

Name of person conducting drill: **Sam Skeeks**

Title of person conducting drill: **Principal**

Date of Drill: **1/6/20**

Time drill was held: **12:57 AM**

Exact time required to evacuate/shelter/secure: **1 minute 30 seconds**

Total Participants: **350**

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: **[Signature]**

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Name of Reporting School: **Lincoln Elementary**

Name of person conducting drill: **Sam Skeels**

Title of person conducting drill: **Principal**

Date of Drill: **11/1/19** Time drill was held: **8:58 AM**

Exact time required to evacuate/shelter/secure: **9:00 am 2 minutes**

Total Participants: **340**

This report is for emergency drill # **3** for school year **2019-2020**

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 __________________________

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Type of Drill
- ☒ Fire Drill (6 required)
- ☐ Severe Weather Drill (2 required)
- ☐ Lock Down/Shelter In
- ☐ Place Drill (2 required)

Type of Drill
- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Lincoln Elementary School
Name of person conducting drill: Sam Skeels
Title of person conducting drill: Principal
Date of Drill: 10/4/19  Time drill was held: 3:14 ☐ AM ☐ PM
Exact time required to evacuate/shelter/secure: 3:16 - 1 min. 58 seconds
Total Participants: 350
This report is for emergency drill # 2 for school year 2019-2020
Remarks: [Signature]

Drill was coordinated with:
- ☐ Emergency Management Coordinator
  Name & Title: ____________________________________________
  AND
  Name & Title: ____________________________________________

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
  Name & Title: ____________________________________________
  OR
  Name & Title: ____________________________________________

- ☐ Fire (fire chief or designee)
  Name & Title: ____________________________________________
Name of Reporting School: **Lincoln Elementary School**

Name of person conducting drill: **Sam Skeels**

Title of person conducting drill: **Principal**

Date of Drill: **9/27/19**  Time drill was held: **3:02 AM**

Exact time required to evacuate/shelter/secure: **3:04 pm - 2 minutes**

Total Participants: **350**

This report is for emergency drill # **1** for school year **2019-2020**

Remarks:  

Drill was **coordinated** with:

- Emergency Management Coordinator
  Name & Title: 

  AND

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

  OR

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