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: Lincoln Elementary

Name of person conducting drill: Sam Skeels

Title of person conducting drill: Principal

Date of Drill: 11/16/20
Time drill was held: 6:09 AM ☐ AM ☐ PM

Exact time required to evacuate/shelter/secure: 3 minutes 30 seconds

Total Participants: 350

This report is for emergency drill # 3 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: 

Rev. 9/14
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<td>Fire Drill (6 required)</td>
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<td>Severe Weather Drill (2 required)</td>
<td>&quot;Class Change&quot;</td>
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<td>Lock Down/Shelter In Drill (2 required)</td>
<td>Recess</td>
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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: **3:11** □ AM □ PM

Exact time required to evacuate/shelter/secure: **3:14 pm - 3 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: ____________________________
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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: **8:53 AM**

Exact time required to evacuate/shelter/secure: **8:57 am 4 minutes**

Total Participants: **340**

This report is for emergency drill # **2** 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: **Sam Skeels**

Rev. 11/18