

## School Emergency Drills Documentation Form

- | <u>Type of Drill</u>                                       | <u>Type of Drill</u>                  |
|--|---------------------------------------|
| <input type="checkbox"/> Fire Drill (5 required)           | <input type="checkbox"/> Standard     |
| <input type="checkbox"/> Tornado Safety Drill (2 required) | <input type="checkbox"/> Class Change |
| <input type="checkbox"/> Shelter in Place Drill            | <input type="checkbox"/> Recess       |
| <input checked="" type="checkbox"/> Lockdown (3 required)  | <input type="checkbox"/> Other Events |

Name of Reporting School: Lincoln Elementary

Name of person conducting drill: Sam Skeels

Title of person conducting drill: Principal

Date of Drill: 1/6/20 Time drill was held: 9:08 ☒ 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. 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

*Sam Skeels*

## School Emergency Drills Documentation Form

- 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: 3:11 ☐ AM ☒ PM

Exact time required to evacuate/shelter/secure: 3:14pm - 3 minutes

Total Participants: 350

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

Remarks:

*Sf*

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: \_\_\_\_\_

## 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: 11/1/19 Time drill was held: 8:53 ☒ AM ☐ PM

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. 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 Sam Skeels