# School Emergency Drills Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Type of Drill</th>
</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>
</table>

Name of Reporting School: **Michener Elementary**

Name of person conducting drill: **Ann Lacasse**

Title of person conducting drill: **Principal**

Date of Drill: **3-11-20**  Time drill was held: **2:00**  **AM**

Exact time required to evacuate/shelter/secure: **1 min 29 secs.**

Total Participants: **350 approx.**

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 ________________________________

Rev. 11/18
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: Michener Elementary

Name of person conducting drill: Ann Lacasse

Title of person conducting drill: Principal

Date of Drill: 11/6/19  Time drill was held: 9:30 AM

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

Total Participants: Approx. 330

This report is for emergency drill # 1 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: 

Rev. 11/18