## School Emergency Drills Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
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</tr>
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<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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Name of Reporting School: **Michener Elementary**

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

Title of person conducting drill: **Principal**

Date of Drill: **3-5-20**  Time drill was held: **1:00**  AM  PM

Exact time required to evacuate/shelter/secure: **1 minute 22 seconds**

Total Participants: **approx. 350**

This report is for emergency drill # **4** 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: **Ann Lacasse**  
**3/5/2020**
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

Name of person conducting drill: Ann Lacasse

Title of person conducting drill: Principal

Date of Drill: 9/12/19  Time drill was held: 2:30  AM or PM

Exact time required to evacuate/shelter/secure: 1 minute 27 seconds

Total Participants: Approx. 320

This report is for emergency drill # 1 for school year 2019-20.

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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Name of Reporting School: **Michener Elementary**

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

Title of person conducting drill: **Principal**

Date of Drill: **9.30.19**  Time drill was held: **10:30 AM**

Exact time required to evacuate/shelter/secure: **1 minute, 20 seconds**

Total Participants: **approx. 330**

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: **Ann Lacasse**

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Name of Reporting School: **Michener Elementary**

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

Title of person conducting drill: **Principal**

Date of Drill: **10-16-19**  Time drill was held: **10:30 AM**

Exact time required to evacuate/shelter/secure: **1 min 21 seconds**

Total Participants: **Approx 330**

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: **Ann Lacasse**

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