

## 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: 1-13-2021 Time drill was held: 10:30 ☒ AM ☐ PM

Exact time required to evacuate/shelter/secure: Approximately 30 seconds to secure all doors. All rooms checked in 9 minutes.

Total Participants: approx. 200

This report is for emergency drill # 2 for school year 2020-2021.

Remarks:

To observe social distancing, students stayed in their seats and waited for the "all clear."

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 Ann Lacasse

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### 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: 10-22-2020 Time drill was held: 10:00 ☒ AM ☐ PM

Exact time required to evacuate/shelter/secure: 1:00 minute

Total Participants: approx 200

This report is for emergency drill # 1 for school year 2020-2021.

Remarks:

Drill was run at 10:20 AM due to a student behavior/crisis that took the Principal away.

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 Ann Lacasse