

**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: Michelle Elementary

Name of person conducting drill: Ann Lacasse

Title of person conducting drill: Principal

Date of Drill: 3-25-2021 Time drill was held: 1:00  AM  PM

Exact time required to evacuate/shelter/secure: 1:42

Total Participants: approx. 200

This report is for emergency drill # 3 for school year 2020-2021.

Remarks:

*This drill was run standing up in the place they would shelter to create social distancing.*

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

# School Emergency Drills Documentation Form

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

Name of Reporting School: Michael 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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|-------------------------------------|-----------------------------------|--------------------------|--------------|
| <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: 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. 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