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>XX Lockdown (3 required)</td>
<td>- Other Events</td>
</tr>
</tbody>
</table>

Name of Reporting School: _Springbrook Middle School_________________________

Name of person conducting drill: _Adam Benschoter__________________________

Title of person conducting drill: _Assistant Principal_____________________

Date of Drill: _1/16 _______  Time drill was held: _12:45 _______ □ AM □ PM

Exact time required to evacuate/shelter/secure: _Lock Down for 5 Minutes___

Total Participants: _All________

This report is for emergency drill # _8 ______ for school year _19-20_________.

Remarks:

Lock Down Drill #3—Immediate Threat
Drill #8 for Springbrook Middle School

Drill was coordinated with:

☑ Emergency Management Coordinator
   Name & Title: Craig Tanis, 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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### School Emergency Drills Documentation Form

#### Type of Drill
- ☐ Fire Drill (5 required)
- ☐ Tornado Safety Drill (2 required)
- ☐ Shelter in Place Drill
- XX Lockdown (3 required)

#### Type of Drill
- ☐ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

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**Name of Reporting School:** __Springbrook Middle School__

**Name of person conducting drill:** __Adam Benschoter__

**Title of person conducting drill:** __Assistant Principal__

**Date of Drill:** __10/7__  **Time drill was held:** __8:00__ AM  ☐ PM

**Exact time required to evacuate/shelter/secure:** __Lock Down for 10 Minutes__

**Total Participants:** __All__

**This report is for emergency drill # __1__ for school year __19-20__**

**Remarks:**

Lock Down Drill #1—Soft Lock Down Threat outside the building

Drill #6 for Springbrook Middle School

**Drill was coordinated with:**

- ☑ Emergency Management Coordinator
  - Name & Title: __Craig Tanis, 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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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: __Springbrook Middle School_____________________

Name of person conducting drill: __Adam Benschoter__________________________

Title of person conducting drill: __Assistant Principal__________________________

Date of Drill: __10/14________ Time drill was held: __1:50________ AM __PM

Exact time required to evacuate/shelter/secure: __Lock Down for 10 Minutes___

Total Participants: _All________

This report is for emergency drill # _7__ for school year __19-20________.

Remarks:

Lock Down Drill #2—Haz Mat Lock Down
Drill #7 for Springbrook Middle School ...

Drill was coordinated with:

☐ Emergency Management Coordinator
Name & Title: __Craig Tanis, 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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