

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

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 XX 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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- ☐ 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. 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 