

# 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: 9/22 Time drill was held: 8:38 XX AM ☐ PM

Exact time required to evacuate/shelter/secure: Lock Down for 10 Minutes

Total Participants: All

This report is for emergency drill # 3 for school year 20-21.

Remarks:

Lock Down Drill #1—Soft Lock Down Threat outside the building  
Drill #3 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 \_\_\_\_\_