

# 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: Alexander

Name of person conducting drill: Sharon Henline

Title of person conducting drill: Principal

Date of Drill: 9-17-2020 Time drill was held: 1:15 ~~sec~~  AM  PM

Exact time required to evacuate/shelter/secure: 158 sec

Total Participants: 285

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

Remarks:

Drill was coordinated with:

- Emergency Management Coordinator  
Name & Title: Curtis Parsons, 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 Sharon Henline