

**School Emergency Drills**  
**Documentation Form**

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|---|--|
| <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 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: \_\_\_\_\_

Name of person conducting drill: \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_

Date of Drill: \_\_\_\_\_ Time drill was held: \_\_\_\_\_  AM  PM

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: \_\_\_\_\_

This report is for emergency drill # \_\_\_\_\_ for school year \_\_\_\_\_.

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 \_\_\_\_\_