

**School Emergency Drills  
Documentation Form**

- | <u>Type of Drill</u>                                       | <u>Type of Drill</u>                         |
|--|--|
| <input type="checkbox"/> Fire Drill (5 required)           | <input checked="" type="checkbox"/> Standard |
| <input type="checkbox"/> Tornado Safety Drill (2 required) | <input type="checkbox"/> Class Change        |
| <input type="checkbox"/> Shelter in Place Drill            | <input type="checkbox"/> Recess              |
| <input type="checkbox"/> Lockdown (3 required)             | <input type="checkbox"/> Other Events        |

Name of Reporting School: Sand Creek Junior/Senior High School

Name of person conducting drill: Matt Benge

Title of person conducting drill: 6-8 Principal/6-12 Dean of Students

Date of Drill: 4/19/17 Time drill was held: 10:38AM

Exact time required to evacuate/shelter/secure: 2 minute 18 seconds

Total Participants: 488

This report is for emergency drill #2 for school year 2016-17.

Remarks: All went smoothly. Reminded students that if this were a real drill that it would require them to remain silent so that all could hear real time updates to the situation.

Drill was coordinated with:

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