

# 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: Ruth McGregor Elementary

Name of person conducting drill: Vicky Strang

Title of person conducting drill: Elementary Principal

Date of Drill: 12/5/17 Time drill was held: \_\_\_\_\_  AM  PM

Exact time required to evacuate/shelter/secure: 1:35

Total Participants: 440

This report is for emergency drill # 1 - Fire Drill for school year 2017-18

Signature: Vicky Strang

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: \_\_\_\_\_