

# School Emergency Drills Documentation Form

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

Name of Reporting School: Ruth McGregor Elementary

Name of person conducting drill: Vicky Strang/Christopher Ondrovick

Title of person conducting drill: Elementary Principal

Date of Drill: 3/23/18 Time drill was held: 2:15 PM

Exact time required to evacuate/shelter/secure: 1 minute 45 seconds

Total Participants: 442

This report is for emergency drill #3-Fire Drill for school year 2017-18

Remarks: Walked throughout the building to ensure that students were in the "safest" location if there were a tornado. Moved some students from the hallway into classrooms. Art and Music were moved to the sensory room. 4<sup>th</sup> grade (Patty Whaley's class) was moved from east wall to west wall.

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: Vicky Strang

