

School Emergency Drills Documentation Form

- | <u>Type of Drill</u> | | <u>Type of Drill</u> | |
|-------------------------------------|--|--------------------------|--------------|
| <input type="checkbox"/> | Fire Drill (5 required) | X | Standard |
| <input checked="" type="checkbox"/> | Tornado Safety Drill (2 required) | <input type="checkbox"/> | Class Change |
| <input type="checkbox"/> | 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/Janet Hill

Title of person conducting drill: Elementary Principal

Date of Drill: 3/15/18 Time drill was held: 10:15 AM

Exact time required to evacuate/shelter/secure: 2:00 minutes

Total Participants: 442

This report is for emergency drill #2 (Tornado 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. 4th 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

