

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 checked="" type="checkbox"/> Lockdown #3 (Secure Mode) (3 required) | <input type="checkbox"/> 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: 5/4/18 Time drill was held: 2:20 pm

Exact time required to evacuate/shelter/secure: 1 minute 31 seconds

Total Participants: 453

This report is for emergency drill #3 Secure Mode for school year 2017-18.

Remarks: Discussed with staff the protocol for checking all exterior doors as well as getting any students or staff that were outside of the building inside. Also explained to the students over the PA what types of situations we would use a "secure mode" drill.

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

