

School Emergency Drills Documentation Form

Type of Drill

- ☐ Fire Drill (5 required)
- ☒ Tornado Safety Drill (2 required)
- ☐ Shelter in Place Drill
- ☐ ALICE/Secure Mode (3 required)

Type of Drill

- ☒ Standard
- ☐ Class Change
- ☒ Recess
- ☐ Other Events

Name of Reporting School: Ruth McGregor Elementary School

Name of person conducting drill: Jodie Gilbert

Title of person conducting drill: Principal and Dean of Students

Date of Drill: 10/9/18 Time drill was held: 10:35 a.m.

Exact time required to evacuate/shelter/secure: 5 Minute 24 Seconds

Total Participants: 350

This report is for emergency drill #1 for school year 2018-19.

Remarks: The drill was completed successfully without any issues reported.

Drill was coordinated with:

- ☐ Emergency Management Coordinator
Name & Title: Craig Tanis, 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: _____

Administration signature *Jodie L. Gilbert*