

**School Emergency Drills
Documentation Form**

- Type of Drill**
- Fire Drill (5 required)
 - Tornado Safety Drill (2 required)
 - Lockdown/Shelter in Place Drill (3 required)

- Type of Drill**
- Standard
 - Class Change
 - Recess
 - Other Events

Name of Reporting School: Milton C. Porter

Name of person conducting drill: Alena York

Title of person conducting drill: Asst. Special Ed Director

Date of Drill: 10-20-20 Time drill was held: 2:00 AM PM

Exact time required to evacuate/shelter/secure: 6 min.

Total Participants: 40

This report is for emergency drill # 2 for school year 2020-21.

Remarks:

Drill was coordinated with:

- Emergency Management Coordinator
Name & Title: 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 