

# School Emergency Drills Documentation Form

Name of Reporting School: WAY Michigan

Date of Drill: 2/25/20 Time drill was held: 9:50 (pm/am)

Exact time required to evacuate/shelter/secure: 3 minutes

Total Participants: 4

Remarks: Drill went well. Completed third Lock-Down drill.

This report is for emergency drill # 7 for school year 2019-20

Name of person conducting drill: James Middleditch

Title of person conducting drill: Assistant Director

Signature of person conducting drill: James Middleditch

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

**OR**

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_