

**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: Porter Center

Name of person conducting drill: Alena York

Title of person conducting drill: Asst. SE Director

Date of Drill: 4-29-21 Time drill was held: 2:00  AM  PM

Exact time required to evacuate/shelter/secure: 5 min.

Total Participants: 30

This report is for emergency drill # 1 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 