

## School Emergency Drills - Documentation Form

### Trinity Lutheran School, Jackson MI

Type of Drill	Time of Drill
<input type="checkbox"/> Fire Drill (5 required)	<input checked="" type="checkbox"/> Standard
<input type="checkbox"/> Tornado Drill (2 required)	<input type="checkbox"/> Class Change
<input checked="" type="checkbox"/> Lock Down/Shelter in Place (3 required)	<input type="checkbox"/> Recess
	<input type="checkbox"/> Other Events

Name of reporting school: Trinity Lutheran School, Jackson MI

Date of drill: Mon, Oct 27, 2014 Time drill was held: 10:30am

Exact time required to evacuate/shelter/secure: Less than 30 seconds

Total Participants: c 150

Remarks: This was an "Intruder" lockdown drill.


The lockdown was scheduled and announced to staff in advance. After moving into safe positions by interior walls, all classrooms held a discussion regarding options that might be followed in an actual emergency.

Concerns discovered through drill: (1) Several classrooms need larger sheets of green paper, to complete cover the door window. (2) Several classrooms had difficulty hearing the school bell and the announcement over the phone intercoms. (3) The front door keypad failed to go into "lockdown" mode, although the secretary followed the procedure for doing so.

This report is for emergency drill # 3 for school year 2014-2015

Name of person conducting drill: Tim Frusti

Title of person conducting drill: Principal & Emergency Management Coordinator

Signature of person conducting drill: 

Drill was **coordinated** with: Spring Arbor Police were informed in advance, through the calendar of emergency drills sent to them two weeks ago.