

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 26, 2015 Time drill was held: 10:45am

Exact time required to evacuate/shelter/secure: 60 seconds

Total Participants: c.120

Remarks: This was a "stay inside" drill, allowing normal activities to continue within classrooms. The secretary was easily able to disable the front door access code, ensuring that no one can enter without the principal's or secretary's assistance.

Issue: The school bell is difficult to hear inside the northwest and southwest wings, although the announcement over the P.A. (phone) system was easily heard in all classrooms.

The drill was conducted one day earlier than listed on the annual safety drill schedule, since the principal cannot be in the building on the scheduled date (Oct 27).

This report is for emergency drill # 5 for school year 2015-16

Name of person conducting drill: Tim Frusti

Title of person conducting drill: Principal & Emergency Management Coordinator

Signature of person conducting drill: 