

School Emergency Drills - Documentation Form

Trinity Lutheran School, Jackson MI

Type of Drill	Time of Drill
<input type="checkbox"/> Fire Drill (5 required)	<input type="checkbox"/> Standard
<input type="checkbox"/> Tornado Drill (2 required)	<input checked="" type="checkbox"/> Class Change – Gr K-2 were returning to classrooms from outside recess.
<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: Tues, Feb 9, 2016 Time drill was held: 1:00 pm

Exact time required to evacuate/shelter/secure: Immediate

Total Participants: C140

Remarks: In walkthrough of building during lockdown, discovered that three occupied rooms were unlocked. I spoke to all three teachers (music teacher, Spanish teacher, ISD teacher consultant) to review procedures and ensure they know how to lock doors.
Confirmed that the key pad can successfully be disabled on the new entry door.

This report is for emergency drill # 9 for school year 2015-2016

Name of person conducting drill: Tim Frusti

Title of person conducting drill: Principal & Emergency Management Coordinator

Signature of person conducting drill: 