



# Allegan County Emergency Management School Emergency Drills Documentation Form

**\*** Seven-day advance notice required for proper public safety coordination.  
Send notice by fax to (269) 673-0566 or e-mail to [emergency@allegancounty.org](mailto:emergency@allegancounty.org).

Type of Drill:

Fire Drill (5 required)

Tornado Drill (2 required)

Lock Down/Shelter in Place Drill (3 required)

Time of Drill:

Standard

Class Change

Recess

Other Event

Name of Reporting School: R.J. Steeby Elementary

Date of Drill: 9/25/2020 Time Drill was Held: 1:15  am  pm

Exact time required to evacuate/shelter/secure: 3:31

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This report is for emergency drill # 2 for school year 2020-2021

Name of person conducting drill: Christina Johnson

Title of person conducting drill: Principal

Signature of person conducting drill: Christina Johnson

Drill was Coordinated With:

Emergency Management Coordinator

Name and title: \_\_\_\_\_

**AND**

Law Enforcement (County Sheriff or Chief of Police or designee or Michigan State Police)

Name and title: \_\_\_\_\_

**OR**

Fire (Fire Chief or designee)

Name and title: \_\_\_\_\_