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.

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: Pine Street Elementary

Date of Drill: 1-17-20 Time Drill was Held: 10:45 ☒ am ☐ pm

Exact time required to evacuate/shelter/secure: _____

Remarks: Gym did not hear the announcement. also staff lounge

This report is for emergency drill # 2 for school year 19-20.

Name of person conducting drill: Robyn Robinson

Title of person conducting drill: Principal

Signature of person conducting drill: Rjn RO

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: _____