



# 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

Date of Drill: 11/10/2020 Time Drill was Held: 10:45  am  pm

Exact time required to evacuate/shelter/secure: 0:58

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

This report is for emergency drill # 3 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: \_\_\_\_\_