



# 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: Wayland Middle School

Date of Drill: 9/29/2020 Time Drill was Held: 2:15  am  pm

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Remarks: DUE TO COVID PROTOCOLS THIS DRILL WAS SEGMENTED PER CLASS TO ALLOW FOR SPACING. EACH CLASS SEPARATELY WENT TO DESIGNATED LOCATIONS, PRACTICED THE PROTOCOLS AND RETURNED TO CLASS.

This report is for emergency drill # 4 for school year 2020-2021.

Name of person conducting drill: T.J. RESTAN

Title of person conducting drill: ASSISTANT PRINCIPAL

Signature of person conducting drill: TJ Restan

**Drill was Coordinated With:**

Emergency Management Coordinator

Name and title: MATT MILLER - School Security

**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: \_\_\_\_\_