



# 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: Pine Street Elementary

Date of Drill: 9/18/20 Time Drill was Held: various times  am  pm

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

Remarks: Due to Covid and social distancing procedures, teachers did the drill by class. Each teacher went over a tornado procedures and took students to the location they would go in case of an actual tornado

This report is for emergency drill # 1 for school year 20-21.

Name of person conducting drill: Robyn Robinson

Title of person conducting drill: Principal

Signature of person conducting drill: R/R

**Drill was Coordinated With:**

Emergency Management Coordinator

Name and title: Scott Corbin - drill schedule set in fall

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: \_\_\_\_\_