

School Emergency Drills Documentation Form

Type of Drill	Time of Drill
☒ Fire Drill (6 required)	☒ Standard
☐ Tornado Drill (2 required)	☐ Class Change
☐ Lock Down/Shelter in Place	☐ Recess
☐ Drill (2 required)	☐ Other Events

Name of reporting school: Cross Lutheran School

Date of drill: Sept. 18, 2025 Time drill was held: 2:25 (am/pm)

Exact time required to evacuate/shelter/secure: 2:25

Total Participants: 94

Remarks: _____

This report is for emergency drill # 2 for school year 2025/2026

Name of person conducting drill: Heather Kettle

Title of person conducting drill: Secretary

Signature of person conducting drill: Heather Kettle

Drill was **coordinated** with: Huron County Emergency Management

☒ Emergency Management Coordinator
Name & title: Randy Miller, Director

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & title: _____

OR

☐ Fire (Fire Chief or designee)
Name & title: _____