

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required) *** 3 Fire drills must be completed before 12/1
- Tornado Drill (2 required) *** 1 Tornado drill must be completed during month of March
- Lock Down/Shelter in Place Drill (3 required) *** 1 Shelter drill must be completed before 12/1 and 1 must be completed after 1/1 of the school year

Name of Reporting School: Stevenson Elementary School

Date of Drill: February 23, 2021 Time drill was held: 10:50 am

Exact time required to evacuate/shelter/secure: 1:23:13

Total Participants: 8

Remarks: Staff evacuated the building according to Crisis Plan

This report is for emergency drill # 4 of 5 for school year 2020-2021

Name of person conducting drill: Tonya Hickman

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

- Emergency Management Coordinator

Name & Title Lessie Smith Supervisor

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- Fire (fire chief or designee)
Name & Title _____

*** Please send this form to Felicia Venable (email or fax – 248-746-7731) within one week of completed drill ***

Recorded
on Oak.gov
3/4/21