

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: Kennedy Learning Center

Date of Drill: 12-10-19 Time drill was held: 1:30 (am/pm)

Exact time required to evacuate/shelter/secure: 2:44:65

Total Participants: 128 students and 41 staff members

Remarks: _____

This report is for emergency drill # 2 of 3 for school year 2019-2020

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 Mr. Scott Tocco- Director of Operations

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 Scott Tocco (email or fax – 248-746-7731)
within one week of completed drill ***