

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: Montgomer Elementary

Date of Drill: 11/16/18 Time drill was held: 2:30 (am/pm)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 353 (20+ Adults)

Remarks: _____

This report is for emergency drill # 1 for school year 2018 - 2019

Name of person conducting drill: Kimberly Beckwith

Title of person conducting drill: Principal

Signature of person conducting drill: Kimberly K Beckwith

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

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 ***