

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: Thompson K-8 International Academy

Date of Drill: October 11, 2019 Time drill was held: 8:58 a.m.

Exact time required to evacuate/shelter/secure :09 total drill time

Total Participants: 485

Remarks: The drill went smoothly; there are some areas that need to be worked on. Over all, staff and students did an excellent job following the building Lock Down procedures.

This report is for emergency drill # 1 for Lock Down for school year 2019-2020

Name of person conducting drill: Mr. Jeffrey T. Kenward

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: _____

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title Mr. Scott Tocco

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 ***