

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: Helen McIntyre Elementary

Date of Drill: 11/16/20 Time drill was held: 10:58 (am/pm)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 9 staff

Remarks: _____

This report is for emergency drill # 3 for school year 20/21

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 denise.hutchinson@southfieldk12.org
within one week of completed drill ***