



# 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

Date of Drill: 10-13-21 Time drill was held: 9:30 (am/pm)

Exact time required to evacuate/shelter/secure: 3 minutes

Total Participants: 450

Remarks: \_\_\_\_\_  
\_\_\_\_\_

This report is for emergency drill # 1 for school year 2021-2022

Name of person conducting drill: Dr. Michelle Starks

Title of person conducting drill: Interim Principal

Signature of person conducting drill: Dr. Michelle Starks

### Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Felicia Venable - Executive 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 email this form to [Denise.hutchinson@southfieldk12.org](mailto:Denise.hutchinson@southfieldk12.org)

*Updated on Oakland 4/11/22*