



School Emergency Drills Documentation Form

Type of Drill

Fire Drill (5 required)

*** 3 Fire Drills must be completed before 12/1

State wide

Tornado Drill (2 required) #1

*** 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: Burney K-8

Date of Drill: 3/22/23 Time drill was held: 1:02pm (am/pm)

Exact time required to evacuate/shelter/secure: 1:06 (4 minutes)

Total Participants: 439 + staff = 492

Remarks: _____

This report is for emergency drill # _____ for school year 2022-23

Name of person conducting drill: Edward Hill

Title of person conducting drill: Principal

Signature of person conducting drill: Edward Hill

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 email this form to Denise.hutchinson@southfieldk12.org

Revised 8/11/2021

within one week of completed drill ***

Updated on
Oakland
3/23/23