

Birney



# 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: Birney K-8

Date of Drill: 11/30/22 Time drill was held: 2:53-2:58 (am/pm)

Exact time required to evacuate/shelter/secure: 5 minutes

Total Participants: 493 Staff + Students

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

This report is for emergency drill # 5 for school year 2022-2023

Name of person conducting drill: Edward Hill

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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](mailto:Denise.hutchinson@southfieldk12.org)  
within one week of completed drill \*\*\*

UP dated 01  
Oakland  
12/20/22