

# 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: Stevenson Elementary School

Date of Drill: May 3, 2021                      Time drill was held: 2:10 (am/pm)

Exact time required to evacuate/shelter/secure: 2 minutes and 1 second

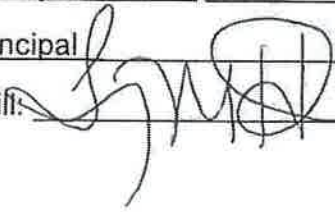
Total Participants: 40 staff members

Remarks: The building was evacuated as outlined in the Crisis Plan.

This report is for emergency drill # 5 of 5 for school year 2020-2021

Name of person conducting drill: Tonya Hickman

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Mrs. Venable- 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 send this form to Denise Hutchinson (email or fax – 248-746-7731) within one week of completed drill \*\*\*

*Recorded on  
Oak.gov  
5/5/21*