

# 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 International Academy

Date of Drill: October 8, 2019    Time drill was held: 9:55 AM

Exact time required to evacuate/shelter/secure :06 to evacuate/:12 total drill time

Total Participants: 491

Remarks: The drill went smoothly, and was conducted in a professional manner by all participants. Teachers and students moved quickly and with purpose.

This report is for emergency drill # 2    for school year 2019-2020

Name of person conducting drill: Mr. Jeffrey T. Kenward

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: \_\_\_\_\_



Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title Mr. Scott, Director of District 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 Scott Tocco (email or fax – 248-746-7731)  
within one week of completed drill \*\*\***