

# School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill  
(2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: SOUTHFIELD REGIONAL

Date of Drill: 6.5.19 Time drill was held: 9:00 (pm/am)

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

Total Participants: 121

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

This report is for emergency drill # 2 for school year 2019.

Name of person conducting drill: LOBETA WATKINS

Title of person conducting drill: \_\_\_\_\_

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

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 \_\_\_\_\_