



## 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                      \*\*\* 1 Shelter Drill must be completed before 12/1 and 1 must  
Drill (3 required)    be completed after 1/1 of the school year

Name of Reporting School: MORRIS ADLER ELEMENTARY

Date of Drill: 10/19/2021 Time drill was held: 9:30 am (am/pm)

Exact time required to evacuate/shelter/secure: 2 minute

Total Participants: 355

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

This report is for emergency drill # 3 for school year 2021-2022

Name of person conducting drill: Alma Deane

Title of person conducting drill: Principal

Signature of person conducting drill: Alma Deane

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 \*\*\*

Updated on  
Oakland  
11/13/21