

Kennedy



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: Kennedy Learning Center

Date of Drill: 9-16-21 Time drill was held: 10:05am (am/pm)

Exact time required to evacuate/shelter/secure: 25 minutes (including building walk through)

Total Participants: 84 (21 Staff Members, 63 Students)

Remarks: _____

This report is for emergency drill # 1 for school year 2021-2022

Name of person conducting drill: Shawnta M. Alston

Title of person conducting drill: Intense Student Support Network Supervisor

Signature of person conducting drill: Shawnta M. Alston

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
within one week of completed drill ***

UP dated on
Oakland
website
9/23/21