

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: 11/30/2021 Time drill was held: 1:30 (am/pm)

Exact time required to evacuate/shelter/secure: 1 minute and 27 seconds

Total Participants: 351 students and 43 staff members

Remarks: The building was evacuated according to the Crisis Plan

This report is for emergency drill # 1 of 3 for school year 2021-2022

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 Felicia 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 Felicia Venalbe (email or fax – 248-746-7731) within one week of completed drill ***