

# 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: Southfield High for the Arts & Technology

Date of Drill: 04/08/21 Time drill was held: 2:10 p.m. (am/pm)

Exact time required to evacuate/shelter/secure: 2:10 – 2:15 p.m.

Total Participants: 80

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

This report is for emergency drill # 1 for school year 2020-2021

Name of person conducting drill: Jason Solomon

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: /s/ Jason Solomon

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Lessie Smith

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title Officer Raymond Hood

**OR**

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

\*\*\* Please send this form to Felicia Venable  
(email or fax – 248-746-7731) within one week of completed drill \*\*\*

*Recorded on  
Oak: Dov  
4/19/21*