

Stevenson



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: 11/22/2022 Time drill was held: 1:37 (am/pm)

Exact time required to evacuate/shelter/secure: 3 minutes and 03 seconds

Total Participants: 423 students and 41 staff

Remarks: Building was evacuated as outlined in our Crisis Plan. All staff was in possession of their emergency resource bags as they exited the building.

This report is for emergency drill # 3 of 5 for school year 2022-2023

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 Mrs. Felicia Wright, 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 email this form to Denise.hutchinson@southfieldk12.org
within one week of completed drill ***

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