

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: Birney K-8 School
 Date of Drill: 11/1/18 Time drill was held: 9:45 (am/pm) 9:51
 Exact time required to evacuate/shelter/secure: 10 minutes
 Total Participants: 506

Remarks: _____

This report is for emergency drill # Fire 2 for school year 2018-19
 Name of person conducting drill: Ed Phil
 Title of person conducting drill: Principal
 Signature of person conducting drill: Edmund Phil

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 send this form to Scott Tocco (email or fax – 248-746-7731)
 within one week of completed drill ***