

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
 Date of Drill: 10/17/19 Time drill was held: 2:56-3:01 (am/pm)
 Exact time required to evacuate/shelter/secure: 5 minutes
 Total Participants: 550 492 students

Remarks: _____

This report is for emergency drill # 1 for school year 20
 Name of person conducting drill: Edward Hill
 Title of person conducting drill: Principal
 Signature of person conducting drill: _____

- Drill Was Coordinated With:
- Emergency Management Coordinator
 Name & Title Edward Hill
 - 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 ***