



# 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: Thompson K-8

Date of Drill: 12-1-21 Time drill was held: 2:30 (am/pm)

Exact time required to evacuate/shelter/secure: 3 minutes

Total Participants: 450

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

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

Name of person conducting drill: Dr. Nichelle Starks

Title of person conducting drill: Interim Principal

Signature of person conducting drill: Dr. Nichelle Starks

### Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Felicia Venable - Executive 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](mailto:Denise.hutchinson@southfieldk12.org)

Updated  
Oakland  
4/11/22