

248-746-8535  
Bldg + Grounds

**School Emergency Drills**  
Documentation Form

- | <u>Type of Drill</u>   | <u>Time of Drill</u>                  |
|--|---------------------------------------|
| <input type="checkbox"/> Fire Drill (6 required)                                     | <input type="checkbox"/> Standard     |
| <input type="checkbox"/> Tornado Drill (2 required)                                  | <input type="checkbox"/> Class Change |
| <input checked="" type="checkbox"/> Lock Down/Shelter in Place Drill<br>(2 required) | <input type="checkbox"/> Recess       |
|  | <input type="checkbox"/> Other Events |

Name of Reporting School: Burney K-8 School  
Date of Drill: 11/21/17 Time drill was held: 2:52 (pm/am)  
Exact time required to evacuate/shelter/secure: 2:55 pm  
Total Participants: 634

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

This report is for emergency drill # 1 for school year 2017-18  
Name of person conducting drill: Edward Hill / Monica Eason  
Title of person conducting drill: Principal / Asst. Principal  
Signature of person conducting drill: Edward Hill, Monica Eason

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 \_\_\_\_\_