

# Mandated Extra Drill

## 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: Kennedy Learning Center

Date of Drill: 4-12-18 Time drill was held: 11:00 a.m. (am/pm)

Exact time required to evacuate/shelter/secure: 11:02

Total Participants: 97

Remarks: Participants implemented drill procedures as instructed and practiced previously

This report is for emergency drill # 6 for school year 2017-2018

Name of person conducting drill: Tonya Hickman

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title James Kassel Southfield Public Schools

**OR**

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

\*\*\* Please send this form to Dennis Gregory (email or fax) within one week of completed drill \*\*\*