

# 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: University Middle & High School Academy

Date of Drill: December 13, 2018 Time drill was held: 8:25am - 8:27 (am/pm)

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


Total Participants: 541

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

This report is for emergency drill # 5 for school year 2018-2019

Name of person conducting drill: Zemick Lake/Deborah Stevin

Title of person conducting drill: Principal MacArthur/Counselor UMHSA

Signature of person conducting drill: 

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 \*\*\***