**School Emergency Drills**

Documentation Form

**Type of Drill**

**X** 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 \*\*\* *1 Shelter drill must be completed before 12/1 and 1 must*

Drill (3 required) *be completed after 1/1 of the school year*

Name of Reporting School: Southfield High for the Arts &Technology

Date of Drill: \_\_11/24/2020\_\_\_\_\_ Time drill was held: \_\_1:40 p.m.\_\_\_\_\_\_\_\_\_\_ (am/pm)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Participants: \_10\_\_\_\_\_\_\_

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

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This report is for emergency drill #\_\_3\_\_\_\_\_ for school year \_\_\_2020-2021\_\_\_\_\_\_\_

Name of person conducting drill: \_\_\_\_\_\_\_Jason Solomon\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_Associate Principal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person conducting drill: \_\_\_\_/s/ Jason Solomon\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drill Was Coordinated With:

Emergency Management Coordinator

Name & Title \_\_\_\_Lessie Smith, District Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title \_\_\_\_\_SRO Raymond Hood\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 \*\*\*

Revised December 2017