

# 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: MORRIS ADLER ELEMENTARY

Date of Drill: 05/20/21 Time drill was held: 12:10 pm (am/pm)

Exact time required to evacuate/shelter/secure: 2 minutes

Total Participants: 30

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

This report is for emergency drill # 4 for school year 20/21

Name of person conducting drill: ALMA DEANE

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: Alma Deane

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 Building & Grounds  
(email: denise.hutchinson@southfieldk12.org or fax: 248-746-7731)  
within one week of completed drill \*\*\*