



# 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:

Birney K-8 School

Date of Drill:

3/23/22

Time drill was held:

12:57

(am/pm)

Exact time required to evacuate/shelter/secure:

1101 - 4 minutes

Total Participants:

438

Remarks:

This report is for emergency drill #

1

for school year

2021-2022

Name of person conducting drill:

Edward Hull

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 \_\_\_\_\_

**OR**

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

\*\*\* Please email this form to [Denise.hutchinson@southfieldk12.org](mailto:Denise.hutchinson@southfieldk12.org)

Updated on  
Oakland  
4/11/22