

# 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: 11/27/18 Time drill was held: 3:15 (am/pm) 3:18pm

Exact time required to evacuate/shelter/secure: 3 min.

Total Participants: 504

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

This report is for emergency drill # 3 for school year 2018-19

Name of person conducting drill: Ed Hill

Title of person conducting drill: Principal

Signature of person conducting drill: Ed Hill

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 \*\*\*