



School Emergency Drills Documentation Form

Type of Drill

Fire Drill (5 required)

*** 3 Fire Drills must be completed before 12/1

X | 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: Kennedy Learning Center

Date of Drill: 3-22-23

Time drill was held: 1

(am/pm)

Exact time required to evacuate/shelter/secure: 15 minutes

Total Participants: 86 (59 Students, 27 Staff Members)

Remarks: _____

This report is for emergency drill # 7 for school year 2022-2023

Name of person conducting drill: Shawnta M. Alston

Title of person conducting drill: Intense Student Support Network Supervisor

Signature of person conducting drill: Shawnta M. Alston

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
within one week of completed drill ***