

Kennedy



### 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: Kennedy Learning Center

Date of Drill: 10-7-22 Time drill was held: 9:30 (am/pm)

Exact time required to evacuate/shelter/secure: 8 minutes

Total Participants: Total: 84 (62 Students, 22 Staff Members)

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

This report is for emergency drill # 2 for school year 2022-2023

Name of person conducting drill: Shawnta M. Alston

Title of person conducting drill: Lock Down/Shelter in Place

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 \*\*\*

*Updated on  
Oakland  
10/27/22*