



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: February 8, 2023 Time drill was held: 1:45 (am/pm)

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

Total Participants: 85(25 Staff Members, 60 Students)

Remarks: _____

This report is for emergency drill # 5 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 ***

*Updated on
Oakland
2/15/23*