

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: May 6, 2019 Time drill was held: 10:45 (am/pm)

Exact time required to evacuate/shelter/secure: 2:30:15

Total Participants: 80 students and 25 staff people

Remarks: Building was evacuated according to the guidelines of Kennedy's crisis plan. Two classroom doors were left open.

This report is for emergency drill # 5 of 5 for school year 2018-2019

Name of person conducting drill: Tonya Hickman

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title Mr. Scott Tocco ~ Director of Operations

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 ***