

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: 12/13/18 Time drill was held: 1:30 (am/pm)

Exact time required to evacuate/shelter/secure: 1:40:13

Total Participants: 87 students and 31 adults

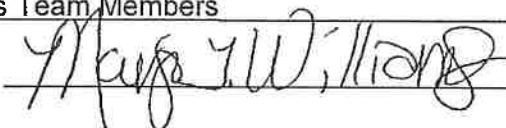
Remarks: All participants followed the Lockdown procedures as outlined in our Crisis Plan.

A debriefing was held immediately following.

This report is for emergency drill # 2 of 3 for school year 2018-2019

Name of person conducting drill: Margo Williams and Roderick Edwards

Title of person conducting drill: Crisis Team Members

Signature of person conducting drill: 

Drill Was Coordinated With:

- Emergency Management Coordinator

Name & Title 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 ***