

Stevenson

# 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: Stevenson Elementary School  
 Date of Drill: 1/12/2023 Time drill was held: 10:00 (am/pm)

Exact time required to evacuate/shelter/secure: 2 minutes and 43 seconds  
 Total Participants: 435 scholars and 45 staff

Remarks: The lockdown drill was implemented as written in the building Crisis

Plan \_\_\_\_\_

This report is for emergency drill # 2 of 3 for school year 2022-2023

Name of person conducting drill: Tonya Hickman

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With: \_\_\_\_\_

Emergency Management Coordinator  
 Name & Title Director Wright- Operations Department

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 \*\*\*

Uppetted on  
Oakland  
1/31/23