



# 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: 5/15/2023 Time drill was held: 2:00 (am/pm)  
 Exact time required to evacuate/shelter/secure: 1:44.15  
 Total Participants: 412 scholars and 42 adults

Remarks: Drill was implemented as outlined in the crisis plan

This report is for emergency drill # 3 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: 

Drill Was Coordinated With:

Emergency Management Coordinator  
 Name & Title Phil Curran and Interim Building and Grounds Director

**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 Denise Hutchinson (email or fax - 248-746-7731) within one week of completed drill \*\*\***

Copied 5/19/23  
Oakland