

# 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: 11/23/2020      Time drill was held: 10:58 am

Exact time required to evacuate/shelter/secure: 1:02:14

Total Participants: Two employees

Remarks: The building was locked down according to the Crisis Plan and district guidelines.

This report is for emergency drill # 3 of 5 for school year 2020-2021

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

*Recorded at  
Oak.gov  
11/23/20*