

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: May 5, 2021 Time drill was held: 1:00 (am/pm)

Exact time required to evacuate/shelter/secure: 1 minutes and 45 seconds

Total Participants: 40 staff members

Remarks: Drill facilitated as outlined in the Crisis Plan.

This report is for emergency drill # 3 of 2 Per Ingram 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 Mrs. Venable- 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 ***

Extra Tornado
Drill. Not
recorded on
Oak.gov
5/6/21