

# 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: April 29, 2021 Time drill was held: 12:15 (am/pm)

Exact time required to evacuate/shelter/secure: 2 minutes and 3 seconds

Total Participants: 6 students and 40 staff members

Remarks: Lockdown was implemented as outlined in the Crisis Plan

This report is for emergency drill # 2 of 3 for school year 2021-2022

Name of person conducting drill: Tonya Hickman

Title of person conducting drill: Interim Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title Mrs. Felicia 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 Scott Tocco (email or fax – 248-746-7731)  
within one week of completed drill \*\*\*