

# 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: Thompson K-8 International Academy

Date of Drill: September 10, 2019      Time drill was held: 1235 PM

Exact time required to evacuate/shelter/secure :05 to evacuate/:10 total drill time

Total Participants: 490

Remarks: The drill went smoothly, and was conducted in a professional manner by all participants. Teachers and students moved quickly and with purpose.

This report is for emergency drill # 1      for school year 2019-2020

Name of person conducting drill: Mr. Jeffrey T. Kenward

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: \_\_\_\_\_

Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title Mr. Scott, Director of District 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 \*\*\*

*Updated on Oakgo v  
website  
9/13/19*