

# 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 11, 2018      Time drill was held: 1415 (2:15 pm) (am/pm)

Exact time required to evacuate/shelter/secure :05 to evacuate/:13 total drill time

Total Participants: 550

Remarks: The drill went smoothly, and was conducted in a professional manner by all participants. The Green/Red attendance card held up by teachers allowed for immediate accountability, letting administration know that all students were clear of the building.

This report is for emergency drill # 1 for school year 2018-2019

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 \_\_\_\_\_

**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 \*\*\*