

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: November 27, 2018 Time drill was held: 1510 (3:10 pm)

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

Total Participants: 540

Remarks: Continue instructing students on appropriate behavior and actions to be taken during a lock down.

This report is for emergency drill # 2 for Lock Down 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: Mr. Scott Tocco, 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 ***