

# 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: Southfield Arts + Technology

Date of Drill: 3/23/23 Time drill was held: 10:45 (am/pm)

Exact time required to evacuate/shelter/secure: 10:58

Total Participants: entire school

Remarks: some new staff unsure about locations  
and procedures for seating

This report is for emergency drill # 2 for school year 2023

Name of person conducting drill: Gwendolyn Denham

Title of person conducting drill: Interim Associate Principal

Signature of person conducting drill: Gwendolyn Denham

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 \*\*\*

Updated on  
Oakland  
3/24/23