

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 A3T

Date of Drill: 9/23/21 Time drill was held: 0930 (am/pm)

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

Total Participants: 1115

Remarks: Fire alarm was activated, and the entire building was evacuated according to the building's procedure

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

Name of person conducting drill: Tracy Hall

Title of person conducting drill: Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator

Name & Title ms. Verable

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title _____

OR

Fire (fire chief or designee)

Name & Title _____

*** Please email this form to Denise.hutchinson@southfieldk12.org
within one week of completed drill ***

Updated on
Oakland website
10/15/21