

# 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 A + T

Date of Drill: 11/30/21 Time drill was held: 2 P.M.

Exact time required to evacuate/shelter/secure: 2:07 P.M. - 7 minutes

Total Participants: 1101

Remarks: \_\_\_\_\_

This report is for emergency drill # 1 for school year 21/22

Name of person conducting drill: Tracy Hall

Title of person conducting drill: Principal

Signature of person conducting drill: Tracy Hall

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title Officer Walker - SRO

**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 \*\*\*