

# 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: MacArthur K-8 University Academy

Date of Drill: 4/10/2023 Time drill was held: 12:20pm (am/pm)

Exact time required to evacuate/shelter/secure: 7 Minutes

Total Participants: 421

Remarks: All staff and students relocated to their designated areas when the alarm went off.

This report is for emergency drill #8 for school year 2022-2023

Name of person conducting drill: Allan LaVigne and Zerrick Lake

Title of person conducting drill: Assistant Principal and Principal

Signature of person conducting drill: *Allan LaVigne*

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

*VP date of 2/1  
Oakland  
4/12/23*