

# 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 High School Arts & Technology

Date of Drill: 9/2/21 Time drill was held: 1450hrs (am/pm)

Exact time required to evacuate/shelter/secure: :07

Total Participants: 1,100

Remarks: Drill went according to school procedures

This report is for emergency drill # 1 for school year 2021-2022

Name of person conducting drill: Mr. Kenward

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: 

Drill Was Coordinated With:

Emergency Management Coordinator

Name & Title Ms. Venable

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

**OR**

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_