

Kennedy



### School Emergency Drills Documentation Form

**Type of Drill**

Fire Drill (5 required)

\*\*\* 3 Fire Drills must be completed before 12/1

X  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: Kennedy Learning Center

Date of Drill: 4-10-23

Time drill was held: 10

am

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

Total Participants: 72 (47 Students, 25 Staff Members)

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

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

Name of person conducting drill: Shawnta M. Alston

Title of person conducting drill: Intense Student Support Network Supervisor

Signature of person conducting drill: Shawnta M. Alston

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 \*\*\*

Updated on  
Oakland  
4/19/23