

# 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: Thompson K-8 International Academy

Date of Drill: May 10, 2021      Time drill was held: 8:45 a.m.

Exact time required to evacuate/shelter/secure: :04

Total Participants: 85

Remarks: This drill took place as students were arriving and teachers were gathering their students outside. The scenario had a threat outside that teachers were to respond to, based on their current situation.

This report is for emergency drill #2 for school year 2020-2021

Name of person conducting drill: Jeffrey T. Kenward

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: 

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 send this form to Operations Department (email or fax – 248-746-7731) within one week of completed drill \*\*\*