

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: 11.26.2019 Time drill was held: 9:28 (am/pm)
Exact time required to evacuate/shelter/secure: 7 minutes
Total Participants: 485
Remarks: Drill was successful.

This report is for emergency drill # 2 for school year 2019
Name of person conducting drill: Tracy Hall
Title of person conducting drill: _____
Signature of person conducting drill: _____

Drill Was Coordinated With:
 Emergency Management Coordinator
Name & Title Scott Tocco

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 Scott Tocco (email or fax – 248-746-7731)
within one week of completed drill ***

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