

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: Stevenson Elementary School

Date of Drill: 4/4/2023 Time drill was held: 9:03 (am/pm)

Exact time required to evacuate/shelter/secure: 2 minutes and 10 seconds

Total Participants: 437 Students and 43 adults

Remarks: Drill was facilitated according to the guidelines in our Crisis Plan.

This report is for emergency drill # 1 of 2 for school year 2022-2023

Name of person conducting drill: Tonya Hickman

Title of person conducting drill: Principal

Signature of person conducting drills: 

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title Director Venable-Wright

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 Building and Grounds (email or fax – 248-746-7731)
within one week of completed drill ***