

# 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: University Middle & High School Academy

Date of Drill: 11/23/20 Time drill was held: 2:45pm (am/pm)

Exact time required to evacuate/shelter/secure: 3 minutess


Total Participants: 1

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

This report is for emergency drill # 3 for school year 2020

Name of person conducting drill: Harry Patton

Title of person conducting drill: Assistant Dean

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 Scott Tocco (email or fax – 248-746-7731)**