

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: Southfield High for the Arts & Technology

Date of Drill: 11/17/2020 Time drill was held: 1:00 p.m. (am/pm)

Exact time required to evacuate/shelter/secure: 1:00 – 1:10 p.m.

Total Participants: 10

Remarks: _____

This report is for emergency drill # 1 for school year 2020

Name of person conducting drill: Jason Solomon

Title of person conducting drill: Associate Principal

Signature of person conducting drill: /s/ Jason Solomon

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title Lessie Smith, District Representative

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title SRO Raymond Hood

OR

Fire (fire chief or designee)
Name & Title _____

*** Please send this form to Felicia Venable (email or fax – 248-746-7731) within one week of completed drill ***

*Recorded at
Oak.gov
4/20/21*