



# 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  
 Date of Drill: 3-4-22 Time drill was held: 2:01 (am/pm)  
 Exact time required to evacuate/shelter/secure: 3 minutes  
 Total Participants: 450  
 Remarks: Student pulled alarm

This report is for emergency drill # 4 for school year 2021-2022  
 Name of person conducting drill: Dr. Michelle Starks  
 Title of person conducting drill: Interim Principal  
 Signature of person conducting drill: Dr. Michelle Starks

### Drill Was Coordinated With:

Emergency Management Coordinator  
 Name & Title Felicia Venable - Executive Director of Operations

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
 Name & Title \_\_\_\_\_

OR

Fire (fire chief or designee)  
 Name & Title \_\_\_\_\_

\*\*\* Please email this form to [Denise.hutchinson@southfieldk12.org](mailto:Denise.hutchinson@southfieldk12.org)

Updated Oakland 4/11/22