

# 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: Birney K-8 School  
 Date of Drill: 4/11/19 Time drill was held: 1:00 (am/pm) - 1:09pm  
 Exact time required to evacuate/shelter/secure: 9 minutes  
 Total Participants: 501

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

This report is for emergency drill # Tornado #2 for school year 2018-19  
 Name of person conducting drill: Ed Hunt  
 Title of person conducting drill: Principal  
 Signature of person conducting drill: Edmund Hunt

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)  
 within one week of completed drill \*\*\***