



2023-2024 School Drill Documentation Form

Type of Drill

- | | |
|---|--|
| <input checked="" type="checkbox"/> Fire Drill (5 required) | <input type="checkbox"/> Standard |
| <input type="checkbox"/> Tornado Drill (2 required) | <input type="checkbox"/> Class Change |
| <input type="checkbox"/> Lockdown/Secured Building Drill (3 required) | <input checked="" type="checkbox"/> Recess |
| | <input type="checkbox"/> Other: |

Drill Information

Name of School: Schofield Elementary

Date of Drill: 4/16/2024

Time of Drill: 10:00 AM

Exact time required to evacuate/shelter/secure: 3 minutes, 56 seconds

This report is for emergency drill # 5 of 5

Total number of participants: 275

Remarks: Some preschool students waking up from rest time.

Signature of the school principal/designee acknowledging the completion of the drill:

LeaAnna Whitfield

Printed name of the individual in charge of conducting the drill, if not the school principal:

LeaAnna Whitfield

This form must be completed and posted on our district website within 30 school days of each
Completed forms will remain posted for at least 3 years. [MCL 29-19](#)