



## 2023-2024 School Drill Documentation Form

### Type of Drill

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

### Drill Information

Name of School: Schofield Elementary

Date of Drill: 9/19/2023

Time of Drill: 10:45 AM

Exact time required to evacuate/shelter/secure: 3 minutes, 17 seconds

This report is for emergency drill # 1 of 2

Total number of participants: 275

Remarks:

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](#)