

Okemos Public Schools

Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lockdown/Shelter in Place Drill (3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of reporting school: Bennett Woods Elementary

Date of drill: 1-24-17 Time drill was held: 12:31pm

Exact time required to evacuate/shelter/secure: 1:45

Total Participants: 375 + staff

Remarks: took place during lunch/lunch recess/class change

This report is for emergency drill # 4 for school year 2016-17

Name of person conducting drill: Noelle Palasty

Title of person conducting drill: Principal

Signature of person conducting drill: _____



Fax information to:
(517) 853-4097