

# School Drill Documentation Form

Type of Drill	Number/Schedule
<i>Fire</i>	Five – Three drills must be completed by December 1
<i>Tornado</i>	Two – One drill must be completed in March
<i>Safety/Security</i>	Three – One drill must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> <li>One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material.</li> <li>One drill shall include security measures of a potentially dangerous individual on or near the school premises.</li> <li>Seek input from the administration of the school and local public safety on the nature of the drill.</li> </ul>

*Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.*

School: Shiawassee RESD College and Career Readiness Center

Leader: Paul Brieger

Date of drill: 8/29/2023 Number of students: 58 students-Session 1 Number of staff: 15

Time Initiated: 8:30:00 AM Time Concluded: 8:35:00 AM

**Situation at Start of the Drill**

During class time

Remarks: 51 seconds to evacuate

This report is for: (number the appropriate drill)

Fire drill number 1 of 5 for the 2023/2024 school year

Tornado drill number      of 2 for the 2023/2024 school year

Safety/Security drill number      of 3 for the 2023/2024 school year

Name of person conducting the drill: Paul Brieger

Title of person conducting the drill: Dean of Students

Signature of person conducting the drill: *Paul Brieger* Date: 8/29/2023

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____	Name: _____	Title: _____
Agency: _____	Name: _____	Title: _____
Agency: _____	Name: _____	Title: _____

Must post on the school's website within 30 days after completing the drill.  
 The form must be maintained on the school's website for at least three years.