

School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five – Three drills must be completed by December 1
Tornado	Two – One drill must be completed in March
Safety/Security	Three – One drill must be completed prior to December 1 and one after January 1 - One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material. - One drill shall include security measures of a potentially dangerous individual on or near the school premises. - Seek input from the administration of the school and local public safety on the nature of the drill.

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: **10/2/2025** Number of students: **46** Number of staff: **13**

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

Situation at Start of the Drill

During class time

Remarks: 3:12 to conduct walkthrough of building.

This report is for:
(number the appropriate drill)

Fire drill number **5** of **5** for the 2024/2025 school year

Tornado drill number **2** of **2** for the 2024/2025 school year

Safety/Security drill number **1** of **3** for the 2024/2025 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: **10/2/2025**

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: Durand Police Department	Name: Officer Moffitt	Title: Police Officer
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.