

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"> 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: 1/30/2024 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: 1:17 to conduct the drill. Drill was rescheduled from 1/23/24 due to a snow day.

This report is for: _____ Fire drill number **of 5** for the 2023/2024 school year
(number the appropriate drill)

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

_____ Safety/Security drill number **4** **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: 1/30/2024

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.