

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: **3/4/2025** Number of students: **13** Number of staff: **11**

Time Initiated: **1:00:00 PM** Time Concluded: **1:05:00 PM**

Situation at Start of the Drill

During class time

Remarks: 58 seconds to conduct walkthrough of the building

This report is for:
(number the appropriate drill)

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

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

Safety/Security drill number **#6 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: **3/4/2025**

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: _____	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.