

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: Dale Franks

Date of drill: 10/10/2023 Number of students: 39-Session 2 Number of staff: 15

Time Initiated: 10:45:00 AM Time Concluded: 10:50:00 AM

Situation at Start of the Drill

During class time

Remarks: 1:19 to conduct the drill

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 **2** of **3** for the 2023/2024 school year

Name of person conducting the drill: Dale Franks

Title of person conducting the drill: Public Safety Instructor

Signature of person conducting the drill: *Dale Franks* Date: 10/11/2023

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.