

# 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: **2/27/2024** 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: 1:38 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   **5**   **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: **2/27/2024**

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.