

## School Drill Documentation Form

|   |  |
|---|--|
| <b>Type of Drill</b>  | <b>Number/Schedule:</b>  |
| Fire  | Five drills – Three must be completed by December 1  |
| Tornado   | Two drills – One must be completed in March  |
| Safety/Security   | Three drills – One 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: Blissfield Elementary School

Principal: Mrs. Linda Mueller

Date of drill: 9/8/23 Number of students: 550 Number of staff: 55

Time initiated: 10:00 (a.m./p.m.) Time concluded: 10:03<sup>03</sup> (a.m./p.m.)

| Situation at Start of the Drill (Check the appropriate box) |  |                                       |                                 |
|---|--|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Before school                      | <input type="checkbox"/> During class time | <input type="checkbox"/> Passing time | <input type="checkbox"/> Recess |
| <input type="checkbox"/> Lunch time                         | <input type="checkbox"/> Assembly          | <input type="checkbox"/> After school | <input type="checkbox"/> Other: |

Remarks: janitors closet open/unlocked — doors need to be covered — athletic door need to be locked.

This report is for: \_\_\_\_\_ Fire drill number **1 2 3 4 5** for the 2022/2023 school year  
 (circle number next to applicable drill)

\_\_\_\_\_ Tornado drill number **1 2** for the 2022/2023 school year

\_\_\_\_\_ Safety/Security drill number **1 2 3** for the 2022/2023 school year

Name of person conducting drill: Mrs. Linda Mueller

Title of person conducting drill: Principal

Signature or person conducting drill: Linda Mueller Date: 9/8/23

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 website for at least three years.*