School Drill Documentation Form

Type of Drill	Number/Schedule
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 - 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: __Blissfield Elementary School__

Principal: __Mrs. Linda Mueller__

Date of drill: __10/23/24__   Number of students: __550__   Number of staff: __55__

Time initiated: __10:00__ (a.m./p.m.)   Time concluded: _____ (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)

☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: __5th grade door open. All Clear too soon.__

This report is for:
(circle number next to applicable drill)

Fire drill number   1   2   (3)   4   5   for the 2022/2023 school year

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: __10/22/24__

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.