Shiawassee RESD
College and Career Readiness Center
Safety/Security Drill

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: Lora Phelps

Date of drill: 10/1/2026 Number of students: 74 Number of staff: 16

Time Initiated: 8:55:00 AM Time Concluded: 8:57:00 AM

Situation at Start of the Drill
During class time

Remarks: First lockdown of the year. Two classrooms had to adjust where they were sheltering as they could be seen from classroom door window.

This report is for:
(number the appropriate drill)

Fire drill number ____ **of 5** for the 2025/2026 school year

Tornado drill number ____ **of 2** for the 2025/2026 school year

Safety/Security drill number 1 **of 3** for the 2025/2026 school year

Name of person conducting the drill: Lora Phelps

Title of person conducting the drill: Principal

Signature of person conducting the drill: Lora B Phelps **Date:** 10/8/2026

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.