

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 <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: Lora Phelps

Date of drill: 10/23/2025 Number of students: 61 Number of staff: 14

Time Initiated: 1:00:00 PM Time Concluded: 1:05:00 PM

Situation at Start of the Drill

During class time

Remarks: 1:07 to conduct walkthrough of building

This report is for:
(number the appropriate drill)

Fire drill number of **5** for the 2024/2025 school year

Tornado drill number of **2** for the 2024/2025 school year

Safety/Security drill number **3** of **3** for the 2024/2025 school year

Name of person conducting the drill: Lora Phelps

Title of person conducting the drill: Early College/Dual Enrollment Coordinator

Signature of person conducting the drill: Lora Phelps Date: 10/23/2025

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.