

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: 9/09/2026 Number of students: 69 Number of staff: 15

Time Initiated: 08:35 am Time Concluded: 08:38 am

Situation at Start of the Drill
During class time

Remarks: First drill of the year-- 2 minutes and 20 seconds. Reminded instructors they need to take class lists and walkies.

This report is for:
(number the appropriate drill)

Fire drill number 1 of 5 for the 2026/2027 school year

Tornado drill number of 2 for the 2026/2027 school year

Safety/Security drill number of 3 for the 2026/2027 school year

Name of person conducting the drill: Lora Phelps

Title of person conducting the drill: Principal

Signature of person conducting the drill: _____ Date: 09/23/2026

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.