School Drill Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Number/Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Five – Three drills must be completed by December 1</td>
</tr>
<tr>
<td>Tornado</td>
<td>Two – One drill must be completed in March</td>
</tr>
<tr>
<td>Safety/Security</td>
<td>Three – One drill must be completed prior to December 1 and one after January 1</td>
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<tr>
<td></td>
<td>• One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material.</td>
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<tr>
<td></td>
<td>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.</td>
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<td></td>
<td>• Seek input from the administration of the school and local public safety on the nature of the drill.</td>
</tr>
</tbody>
</table>

*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: **Carpenter Elementary**

Principal: **Adam Weldon**

Date of drill: **5/11/22**  
Number of students: **450**  
Number of staff: **50**

Time initiated: **9:15 a.m./p.m.**  
Time concluded: **9:17 a.m./p.m.**

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

- [ ] Before school
- [X] During class time
- [ ] Passing time
- [ ] Recess
- [ ] Lunch time
- [ ] Assembly
- [ ] After school
- [ ] Other:

**Remarks:** Had Orion Township Fire Department out to observe drill

This report is for:

- Fire drill number 1 2 3 4 5 for the 2021/2022 school year
- Tornado drill number 1 2 for the 2021/2022 school year
- Safety/Security drill number 1 2 3 for the 2021/2022 school year

Name of person conducting drill: **Adam Weldon**

Title of person conducting drill: **Principal**

Signature or person conducting drill:  
Date: **5/11/22**

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.*