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 drills – Three must be completed by December 1</td>
</tr>
<tr>
<td>Tornado</td>
<td>Two drills – One must be completed in March</td>
</tr>
<tr>
<td>Safety/Security</td>
<td>Three drills – One must be completed prior to December 1 and one after January 1</td>
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<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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<td>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.</td>
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<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: Lake Orion Early Childhood Center
Principal: Kimberly McLean

Date of drill: 04/04/2023  Number of students: 191  Number of staff: 47
Time initiated: 2:59 pm (a.m./p.m.)  Time concluded: 3:04 pm (a.m./p.m.)

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

☐ Before school  ☒ During class time  ☐ Passing time  ☐ After school  ☐ Other:

Remarks:

This report is for:
(circle number next to applicable drill)
Fire drill number 1020304050 for the 2022/2023 school year
Tornado drill number 1020 for the 2022/2023 school year
Safety/Security drill number 102030 for the 2022/2023 school year

Name of person conducting drill: Teresa Robinson
Title of person conducting drill: ECC Program Nurse

Signature or person conducting drill: [Signature]  Date: 04/04/2023

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.