# 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>
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<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>
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</tbody>
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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:** 11/17/2022  
**Number of students:** 177  
**Number of staff:** 39

**Time initiated:** 10:15 am  
**Time concluded:** 10:17 am

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

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

**Remarks:**

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This report is for:  
Fire drill number 102034050 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:** Program Nurse

**Signature of person conducting drill:**  
**Date:** 11/18/2022

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official’s name, and title.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Name</th>
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**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.**