# School Drill Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Number/Schedule</th>
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<tbody>
<tr>
<td>Fire</td>
<td>Five drills – Three must be completed by December 1</td>
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<tr>
<td>Tornado</td>
<td>Two drills – One must be completed in March</td>
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</tbody>
</table>
| Safety/Security | Three drills – One 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:** Lake Orion Early Childhood Center  
**Principal:** Kim McLean  
**Date of drill:** 03/22/2023  
**Number of students:** 194  
**Number of staff:** 46  
**Time initiated:** 11:02 am  
**Time concluded:** 11:09 am  
**Situation at Start of the Drill (Check the appropriate box):**  
- [x] During class time  
- [ ] Recess  
- [ ] Assembly  
**Remarks:**

This report is for:  
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:** 03/22/2023

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

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<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.*