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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<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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<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: **LAKE ORION HIGH SCHOOL**

Principal: **STEPHEN HAWLEY**

Date of drill: **10/20/21** Number of students: **110** Number of staff: **160**

Time initiated: **8:35 (a.m. p.m.)** Time concluded: **8:52 (a.m. p.m.)**

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

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

**Remarks:** ALTERNATE SITE EVACUATION. STAFF EVACUATED TO TWO LOCUS SITES

This report is for: (circle number next to applicable drill)

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: **Vernon Burden**

Title of person conducting drill: **Assistant Principal**

Signature or person conducting drill: **[Signature]** Date: **10/20/21**

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: **OCSD** Name: **Claudio Lopez** Title: **Deputy**

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.