# 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>
</tbody>
</table>
| Safety/Security | Three – One drill 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  
|               | • One drill shall include security measures of a potentially dangerous individual on or  
|               | • 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 High School**

Principal: **Stephen Hawley**

Date of drill: **3/23/2022** Number of students: **2195** Number of staff: **175**

Time initiated: **1:00** (a.m. o.m.) Time concluded: **1:05** (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:  
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: **Vernon Burden** Date: **3/23/22**

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: **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.