The form must be completed on the school website for at least three years. Must post on the school's website within 30 days after completing the drill.

Title: 
Name: 

Agency: 

Title: 
Name: 

Agency: 

Title: 
Name: 

Agency: 

If the drill was coordinated with agencies such as law enforcement, the department of emergency management, etc.

Signature of person conducting drill: 

Title of person conducting drill: Principal

Name of person conducting drill: Lauren Smith

Safety/Security drill number 1 2 3 for the 2021/2022 school year

Torpedo drill number 1 2 3 for the 2021/2022 school year

Fire drill number 1 2 3 for the 2021/2022 school year

Remarks:

Other 
After school 
Assembly 
Lunch time 
During class time
Before school 
Passing time 
X

Situation at start of the drill (check the appropriate box)

Time concluded: 2:07pm
Time initiated: 2:00pm

Date of drill: 10/7/2021
Number of staff: 94
Number of students: 240

Principal: Lauren Smith

School: Paint Creek Elementary

Notes - 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:

- Seek guidance from the administration of the school and local public safety on the nature of the drill.
- Seek input from the administration of the school and local public safety on the nature of the drill.
- Inform the school community.
- One drill shall include security measures of a potentially dangerous individual on or near the school premises.
- One drill shall include security measures that are appropriate in an emergency such as the release of a hazardous material.
- Two - One drill shall be conducted after December 1 and one after January 1.
- One drill must be conducted in March.
- One drill must be conducted by December 1.
- One drill must be completed after December 1.

Type of Drill: Number/Schedule

School Drill Documentation Form

Office of School Safety
State and Community Services Division
Michigan State Police