

School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five drills – Three must be completed by December 1
Tornado	Two drills – One must be completed in March
Safety/Security	Three drills – One must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none">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: Pine Tree Center

Principal: Jamie Evans

Date of drill: 1/22/24 Number of students: 58 Number of staff: 41

Time initiated: 10:15am (a.m./p.m.) Time concluded: 10:18am (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: Oakland County Sheriff dept. in attendance to observe

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

Fire drill number 1 0 2 0 3 0 4 0 5 0 for the 2023/2024 school year

Tornado drill number 1 0 2 0 for the 2023/2024 school year

Safety/Security drill number 1 0 2 0 3 0 for the 2023/2024 school year

Name of person conducting drill: Annette Himmelsbach-Collins

Title of person conducting drill: School Social Worker

Signature or person conducting drill: Annette Himmelsbach-Collins LMSW Date: 1-22-24

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: Oakland County Sheriff Name: Det. Howdan Title: Detective

Agency: Oakland County Sheriff Name: Dep. Eriksen Title: Deputy

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.*