MICHIGAN STATE POLICE
Grants and Community Services Division
Office of School Safety

School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five – Three drills must be completed by December 1
Tornado	Two – One drill must be completed in March
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 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: 10-18-21 Number of students: 61 Number of staff: 41

Time initiated: 2:29 (a.m./p.m.) Time concluded: 2:33 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
☐ Before school	☒ During class time	☐ Passing time	☐ Recess
☐ Lunch time	☐ Assembly	☐ After school	☐ Other:

Remarks: _____

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: ROBERT McCLELLAN

Title of person conducting drill: BEHAVIORIST / SOCIAL WORKER

Signature or person conducting drill: Robert M. McClellan Date: 10-18-21

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: _____ Name: _____ Title: _____

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.

MICHIGAN STATE POLICE
Grants and Community Services Division
Office of School Safety

School Drill Observation Form

Problems Encountered (Check all that apply)

- ☐ Congestion in hallways
- ☐ Alarm not heard
- ☐ Students unsure of proper procedures
- ☐ Staff unsure of proper procedures
- ☐ Use of personal technologies by students
- ☐ Use of personal technologies by staff
- ☐ Unable to lock doors
- ☐ Windows not covered
- ☐ Windows left open
- ☒ Doors left open
- ☐ Difficulties with evacuation of students or staff with disabilities
- ☐ Staff and adults unaccounted for
- ☐ Staff not serious about drill
- ☐ Students unaccounted for
- ☐ Radio communication problems
- ☐ Network/computer problems
- ☐ Weather-related problems
- ☐ Noise impedes communications
- ☐ Students not out of sight (safety/security drill)
- ☐ Long time to evacuate building
- ☐ Students not serious about drill
- ☐ Frightened students (safety/security drill)
- ☐ Improper or unavailable supplies
- ☐ Confusion
- ☐ Doors or exits blocked
- ☐ Transportation issues
- ☐ Interagency communication issues
- ☐ Incident command problems
- ☐ Other: _____

Weather Conditions

- ☐ Clear
- ☒ Cloudy
- ☐ Raining
- ☐ Rain and wind
- ☐ Windy
- ☐ Snow/sleet
- ☐ Hot (above 80 degrees)
- ☐ Cold (40 to 10 degrees)

Plans for Improvement

- ☒ Additional staff training
- ☐ Additional student training
- ☐ Address need for additional equipment
- ☐ Improved emergency supplies
- ☐ Cooperative planning with responders
- ☐ Revised emergency procedures
- ☐ Improved communication
- ☐ Other: _____

Additional Comments