

# School Emergency Drills 2014-2015 Documentation Form

## Type of Drill

Fire Drill (5 required)

Tornado Drill (2 required)

Lock Down/Shelter in Place Drill (3 required)

## Time of Drill

In Class

Class Change

Recess

Other out of Class Event

Name of Reporting School: \_\_\_\_\_

Date of Drill: \_\_\_\_\_ Time drill was held: \_\_\_\_\_ ( pm am)

This report is for Fire Drill: # of 5

This report is for Tornado Drill: # of 2

This report is for Lock-Down Drill: # of 3

Name of person conducting drill: \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_

Signature of person conducting drill: \_\_\_\_\_

Name of School Principal/or Designee: \_\_\_\_\_

Signature of Principal/or Designee: \_\_\_\_\_

Date Posted to Website: \_\_\_\_\_

This form is to be filled out once for each individual drill. This form is to be posted on the school, school district, or intermediate school district website. This document must remain on the website for 3 years from the date of posting in order to meet State of Michigan requirements.