

School Emergency Drills 2015-2016

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.