Number/Schedule

Type of Drill

Fire

Tornado

## **School Drill Documentation Form**

Five – Three drills must be completed by December 1

Two – One drill must be completed in March

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 sure the release of a hazardous material.  One drill shall include security measures of a potentially dangerous individual on a near the school premises.  Seek input from the administration of the school and local public safety on the na of the drill.  Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when study are gathered but not in classrooms.  School: Lake Michigan Academy  Principal:  Date of drill: Oblob 2003 Number of students: 37 Number of staff: 12  Time initiated: 10:00 (a.m./p.m.) Time concluded: 10:02 (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:  This report is for: (circle number next to applicable drill)  Tornado drill number 1 2 3 4 (5)  Tornado drill number 1 2 3  Name of person conducting drill: Director of Operations  Name of person conducting drill: Director of Operations	
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ignature or person conducting drill: David Allow Date: 06/06/3	າກາ
the drill was coordinated with agencies such as law enforcement, fire department, or emergency management gency, official's name, and title.	7-00-
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Agency: Name: Title:	nt, list

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.