

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 • 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:

Zion Lutheran School-Bay City

Date of drill: December 14, 2023 Number of students: 103

Number of staff: 14

Time initiated: 8:20 (a.m./p.m.) Time concluded: 8:35 (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:

Classrooms followed Lock down procedures. Classroom doors were opened by Administration.

This report is for: Fire drill number 1 2 3 4 for the 2023/2024 school year (circle number next to applicable drill)

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

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

Name of person conducting drill:
Janine Reese

Title of person conducting drill: Interim Administrator

Signature or person conducting drill: Ms J Reese Date: 12/14/2023

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.*