

## 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: March 20, 2024 Number of students: 103

Number of staff: 14

Time initiated: 1:20 pm (a.m./p.m.) Time concluded: 1:25 pm (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: 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: Mrs J Reese Date: 3/20/2024

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.*