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: <u>KRESA West Campus</u>

Principal: <u>Jen Sova</u>

Date of drill: <u>2/19/24</u>　　　　　Number of students: 150　　　　　Number of staff: 60

Time initiated: <u>12:45</u> (a.m./<mark>p.m.</mark>)　　　　Time concluded: <u>12:55</u> (a.m./<mark>p.m.</mark>)

Situation at Start of the Drill (Check the appropriate box)			
☐　Before school	X☐　During class time	X☐　Passing time	☐　Recess
☐　Lunch time	☐　Assembly	☐　After school	X　Other: Nap

Remarks: _____

This report is for:
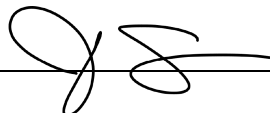(circle number next to applicable drill)

Fire drill number　**1**　**2**　**<mark>3</mark>**　**4**　**5**　for the 2023/2024 school year

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: <u>Jen Sova</u>

Title of person conducting drill: <u>Administrator</u>

Signature or person conducting drill: _____　Date: <u>2/19/24</u>

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: <u>Oshtemo Fire Dept</u>　　　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.