

**EMERGENCY DRILL SCHEDULE 2023/24**

**School Name & Complete Address: Richland Area Community Center 9400 East C D Ave Richland, Michigan**

**School Principal/Administrator: Cindy Fadel or Monica Willcutt**

**Phone: 269.629.9430 269.548.3430 or 269.548.3434**

**Email: cfadel@gulllakecs.org or mwillcutt@gulllakecs.org**

\*PLEASE NOTE\* School drill reporting will close on Sept. 15 in accordance with the Act. Once you have submitted the schools drill schedule, you MUST complete the drill on the date and time you have committed to. Public Act 12 of 2014 only allows for a drill date to be changed when a scheduled drill could not occur due to conditions not within the control of school authorities such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or a health condition AS DEFINED BY THE COUNTY OR STATE HEALTH AUTHORITIES. In this situation, the drill must be rescheduled to occur within 10 school days after the original scheduled date of the cancelled drill and the Chief Administrator of the District notifies the County Emergency Management Coordinator of the rescheduled drill date. A schedule change notification to the County Emergency Management Coordinator must be made to 269-385-6144. Please remember if your drill is cancelled due to one of the above events it still must be conducted within 10 school days of your originally scheduled drill.

**FIRE DRILLS (5 REQUIRED)**

Three of the fire drills shall be held by December 1 of the school year, and 2 shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill.

Drill Categories -1 (class time) - 2 (Between Classes) - 3 (Lunch) - 4 (Recess) - 5 (Other - Explain)

MONTH	DAY	Year	DRILL TIME	DRILL CATEGORY
September	24	2024	1:00	1
October	14	2024	12:05	2
November	12	2024	2:00	1

**TORNADO DRILLS (2 REQUIRED)**

These drills shall be conducted for the purpose of preventing injuries caused by severe weather. At least 1 of the tornado safety drills shall be conducted during March of the school year.

Drill Categories -1 (class time) - 2 (Between Classes) - 3 (Lunch) - 4 (Recess) - 5 (Other - Explain)

MONTH	DAY	Year	DRILL TIME	DRILL CATEGORY

**LOCKDOWN DRILLS (3 REQUIRED)**

A minimum of 3 drills in which the occupants are restricted to the interior of the building and the building secured is required for each school year. At least 1 of these drills shall be conducted by December 1 of the school year, and at least 1 shall be conducted after January 1 of the school year, with a reasonable spacing interval between each drill. Drills conducted under this subsection shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

Drill Categories -1 (class time) - 2 (Between Classes) - 3 (Lunch) - 4 (Recess) - 5 (Other - Explain)

MONTH	DAY	Year	TIME	DRILL CATEGORY
October	15	2024	11:30	1

**\*IMPORTANT NOTE ON SCHEDULING DRILLS\***

**Per State statute, "A school that operates any of the grades kindergarten to 12 shall conduct at least 1 of the drills required by the Act during a lunch or recess period, or at another time when a significant number of the students are gathered but not in the classroom".**

**NOTE: Notification must be given to the Kalamazoo County Office of Emergency Management by September 15. A Copy of this document can be forwarded electronically or delivered to:**

Office of Emergency Management  
 Kalamazoo County Sheriff's Office  
 1500 Lamont Avenue  
 Kalamazoo, MI 49048  
 Email: oemofc@kalcounty.com