MICHIGAN STATE POLICE
Grants and Community Services Division
Office of School Safety

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: KRESA West Campus

Principal: Jen Sova

Date of drill: 9/17/25 Number of students: 200 Number of staff: 60

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	X□ During class time	□X Passing time	□ Recess
□ Lunch time	□ Assembly	□ After school	Other:

Remarks:

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

Fire drill number **1** **2** **3** **4** **5** for the 2024/2025 school year

Tornado drill number **1** **2** for the 2024/2025 school year

Safety/Security drill number **1** **2** **3** for the 2024/2025 school year

Name of person conducting drill: Jen Sova

Title of person conducting drill: Administrator

Signature or person conducting drill: Date: 9/17/25

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.